







**MOOKHTAR-OOL-MOOLK**

*Sir Salar Jang Bahadoor G. C. S. I.*

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RUDIMENTARY  
BOOK-KEEPING  
AND  
COMMERCIAL PHRASEOLOGY.

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## P R E F A C E.

IT cannot be doubted that the singularly proud position which this country occupies among the nations of the world is, in an eminent degree, due to the commercial spirit of its inhabitants. The energetic and enterprising character of our countrymen has long led them to enter into commercial relations with the people of every State and with every habitable portion of the earth; and so universally does this commercial enterprise pervade the various classes of society in England, that there is now no member of the community who is unaffected by it. It is for this reason that the importance of a simple and accurate method of keeping accounts cannot be overrated. Many an upright but unfortunate merchant or trader may attribute his insolvency to the want of a correct system of Book-keeping, and there are few men who have not, at some period of their lives, experienced its very great utility.

The author hopes that the two methods he has given will be found so simple that the learner who attends with care to the advice and information he will meet with as he advances, will master the subject with very little difficulty. The first part of the work is devoted

to the method called Double Entry; and although it is by no means necessary that Tradesmen and Retail Dealers should adopt that method, yet there can be no doubt that the study of it would not only enable them readily to comprehend the method by Single Entry, but would give them such a comprehensive view of the subject, that other good systems of Book-keeping would present to them no difficulty whatever.

Some of the examples of calculation by the Chain Rule might be solved by other methods, with equal, if not greater facility, but they are given with a view to show the extensive application of this rule in Mercantile Arithmetic. Some persons have, in their enthusiasm, ascribed to this rule a sort of magical power, asserting that by means of it any arithmetical problem whatever may be solved. This is an error, into which, it is hoped, the student will not be led. When he has made himself thoroughly conversant with its principle and application, he will have learnt to form a just estimate of its value, and to appreciate its very great utility, but he will wisely look upon it as but one of many means which he will require to enable him to perform his duty as an intelligent and useful member of the mercantile profession.

## B O O K-K E E P I N G.

**BOOK-KEEPING** is a science which teaches to record the transactions of merchants and traders in a clear and systematic manner.

The books employed exhibit the state of the business in such a manner that, on inspection, it may be readily determined how much has been gained or lost upon any one article, or by any particular transaction, and also what is the general result in any given period of time.

Merchants and wholesale dealers generally keep their books by Double Entry.

Retail dealers generally employ a method styled Single Entry.

Any system of book-keeping may be modified so as to suit the peculiar nature of any particular business; but all that is requisite for the learner is a correct knowledge of those general principles of the science which are universally recognised in the mercantile world.

### DOUBLE ENTRY.

The books most essential in Double Entry are the Waste-book, Journal, Ledger, and Cash-book.

BOOK-KEEPING.

The Waste-book is a Book in which the merchant, his partner, or clerk, records, in a clear and concise manner, every transaction in the way of business which occurs during the day.

When the learner has obtained a set of blank books, properly ruled, let him copy from the Waste-book the inventory and the records of the first twelve days, carefully calculating the price of every article before setting down the amount.

Then let him learn the rule for making proper Drs and Crs at the commencement of the Journal, preparatory to transferring the entries of the Waste-book into the Journal.

The learner is strongly recommended to avoid copying the Journal entries from the Journal. His proper course is to read each entry in his own Waste-book, and then consider, by repeating and reflecting upon his rules, the words he would employ to transfer that entry into his Journal. Having determined this, he may look at the printed Journal, "to see if he is right, before he journalizes that entry. Then let him mark the column of the Waste-book, headed "Folio in Journal," with the folio or page of the Journal to which the entry is transferred, and in the column of the Journal, headed "Folio in Waste-book," the folio of the Waste-book from which the entry is transferred. Let him proceed in a similar manner with each entry, until he has transferred all his Waste-book entries into his Journal.

For example, on folio 2 of the Waste-book, we find an entry of January 1st, as follows:—

Sold James Perkins, Leeds.

80 pieces Cloth, at 26/- per piece . . . . .	£104 0 0
--	----------

Here, James Perkins is the receiver. Therefore, by the rule, James Perkins is Dr.

Also, cloth is delivered. Therefore, by the rule, Cloth is Cr.

BOOK-KEEPING.

Hence, in the Journal, we write

James Perkins D<sup>r</sup> to Cloth.

For 50 pieces at 26/- per piece . . . . . £104 0 0

Again, on folio 2 of the Waste-book, January 3rd, we have

Bought of Thomas Hamer.

200 pieces Linen, and accepted his Bill, No. 1, for } £310 0 0  
the amount, at 3 months . . . . .

Here, we have received Linen. Therefore by the rule,  
Linen is D<sup>r</sup>.

Also, we have delivered a Bill, payable at 3 months. Therefore Bills payable are C<sup>r</sup>.

Hence, in the Journal, we write

Linen D<sup>r</sup> to Bills Payable.

For 200 pieces Accepted Thomas Hamer's Bill, No. 1, at 3 months } £310 0 0

See Bills Payable Book, where the particulars of this Bill must be properly recorded.

Also, on folio 2 of the Waste-book, we find an entry of January 6th, as follows:-

Sold for ready money.

1 chest Congou, 3 qrs. 9lb, at 4/- per lb . . . . . £18 12 0

Here, we have received Cash. Therefore, by the rule, Cash is D<sup>r</sup>.

Also, we have delivered Congou. Therefore, by the rule, Tea is C<sup>r</sup>.

Hence, in the Journal, we write

Cash D<sup>r</sup> to Tea.

For 1 chest Congou, 3 qrs. 9lb, at 4/- . . . . . £18 12 0

When two or more different articles are received or parted with, it is usual to designate them "Sundries," a word used in commerce to denote "Sundry Articles," or "Sundry Goods."

**BOOK-KEEPING.**

Thus, on folio 4 of Waste-book, on January 22, we have

Sold James Perkins.

4 bales Cotton, at £30 each . . . . .	£120	0	0
20 pieces Linen, at 35/- . . . . .	85	0	0
	<hr/>		
	155	0	0

Received from him in payment,

Cash . . . . .	55	0	0
Acceptance, at 3 months . . . . .	100	0	0
	<hr/>		
	155	0	0

Taking the first part of this transaction, it is obvious that James Perkins is the *receiver*, since he receives Cotton and Linen. Therefore James Perkins is *D<sup>r</sup>*.

And Sundries, namely, Cotton and Linen, are *delivered*. Therefore Sundries are *C<sup>r</sup>*.

Hence, in the Journal, we write

James Perkins D<sup>r</sup> to Sundries.

and then particularize those Sundries thus:

For Cotton, 4 bales, at £30 each . . . . .	£120	0	0
Linen, 20 pieces at 35/- . . . . .	85	0	0
	<hr/>		
	155	0	0

And, taking the second part of the same transaction, it is clear that Sundries, namely, Cash, and a Bill, receivable by us at 3 months, are *received*. Therefore Sundries are *D<sup>r</sup>*.

And James Perkins is the *deliverer* of these Sundry Articles. Therefore James Perkins is *C<sup>r</sup>*.

Hence, in the Journal, we write

Sundries D<sup>r</sup> to James Perkins.

and then particularize the Sundries as before, thus:

For Cash . . . . .	£55	0	0
Bills Receivable, his Acceptance, No. 6, at 3 months . . . . .	100	0	0
	<hr/>		
	155	0	0

See Bills Receivable Book, fol. 1, where the particulars of this Bill must be recorded.

Having marked the Waste-book with the folio of the Journal, and the Journal with the folio of the Waste-book, these transactions are severally journalized.

If the learner steadily pursue this course, constantly referring to his memory for the rules, and settling within his own mind how each Waste-book entry is to be journalized, before he allows himself to look at the entry in the printed Journal, he will not only find the study of Book-keeping much less dry and irksome than it is generally supposed to be, but he will very soon experience the pleasing satisfaction which invariably attends the acquisition of useful knowledge; he will be rewarded for the few steps he has taken into the temple of science, by finding himself encouraged to advance.

When the learner has journalized the entries of the first twelve days, let him read the definition and remarks at the commencement of the Ledger, and then begin the operation of posting, that is, the transfer of the Journal entries, under their respective heads, into the Ledger.

Opening his own Journal at fol. 1, January 1st, he finds the entry

Sundries D' to Stock.

Cash . . . . .	£1720 0 0
Sugar, 20 hhds. . . . .	480 0 0
&c. &c.	&c.

This he commences to post, thus: he opens an account for Stock on the first pair of pages of his Ledger, writing

D'	Stock.	Contra.	C'
		1851. Jan. 1. By Sundries	3134 3 6

He then turns to his Cash-book, and opens a Cash account, writing

D'	Cash-book.	Contra.	C'
1851. Jan. 1. To Stock .	1720 0 0		

He next opens a Sugar account in his Ledger, writing

Dr.	Sugar.	Contra.	Cr.
1851.			
Jan. 1. To Stock, 20 hds. 480	0 0		

He proceeds thus with the Tea account, Cloth, and Bills Receivable, until he comes to the entry

Stock Dr to Sundries.

He now turns back to his Stock account, already opened, and on the Dr side writes

1851.			
Jan. 1. To Sundries .	550 2 0		

He next opens an account for Edmund Power, writing

Dr.	Edmund Power.	Contra.	Cr.
1851.			
Jan. 1. By Stock .	210 12 0		

He proceeds thus until he has posted the Journal entries for the first twelve days.

As soon as an account is opened in the Ledger, care must be taken to mark in the columns headed "Folio Journ." and "Folio W. B." respectively, the number indicating the folios of the Journal and Waste-book on which the article in question is to be found; and also in the column of the Journal headed "Folio in Ledger" the number indicating to what page of the Ledger the article is transferred.

It is also necessary, on opening an account in the Ledger, to enter the name of it, and the page on which it is entered, in the Index to the Ledger.

On posting the transactions of any particular day, it is usual to rule the lines opposite the date in the Journal. This, and the numbers written in the column headed "Folio in Ledger," are means of indicating the fact that the transactions of that day have all been posted.

The entries in the Cash-book may be added up monthly, and the amounts carried to the Cash account in the Ledger.

Since each article is entered in the Ledger twice, namely, once on the Dr side and once on the Cr side, it is obvious that if we take any one day, or any number of consecutive days, the sum of the monies entered on the Dr sides ought to equal the sum of the monies entered on the Cr sides. This fact furnishes a test of the accuracy with which the books are kept.

Let the learner take a sheet of paper ruled like the Trial Balance sheets, at the end of the printed Ledger, and let him enter, upon the left-hand side of it, all the sums of money he has written on the Dr side of his Ledger, and, on the right-hand side, all the sums he has written on the Cr side of his Ledger, writing the names of the articles in the middle; then adding up both sides, let him satisfy himself that the amounts are identical. This operation of making a trial balance may be repeated at the end of the next ten or twelve days, and again at the end of the month.

When the learner has entered the transactions of the first twelve days in their proper places in his Ledger, Cash-book, Bill-books, and Invoice book, he may return to the printed Waste-book, and copy the records of the transactions of the next ten or twelve days, and transferring them to the Journal and other books in the same manner as before, proceed thus until he has completed his set of books.

#### TO FORM THE GENERAL BALANCE.

Open an account for Balance, which, together with the Stock, and Profit and Loss accounts, must be kept open until all the other accounts have been balanced.

Taking the Cash account, we see that the amount on the Dr side is £4749 6s. 4d., while that on the Cr side is £3861 11s. 10d., the difference £887 14s. 6d. is therefore the balance in hand, which being set down on the Cr side, the account balances. The balance in hand is carried to the

#### BOOK-KEEPING.

D<sup>r</sup> side of Balance. Taking the Sugar account, it appears that 25 hhds. were bought, and 23 hhds. sold, the remaining 2 hhds., being set down at prime cost, form the Balance on hand. The amount on the D<sup>r</sup> side is £623 10s., while that on the C<sup>r</sup> side is £627 18s.; the difference, £4 8s., is therefore gain, which is set down on the D<sup>r</sup> side, and carried to the Profit and Loss account. The Sugar account is now balanced. Proceeding in a similar manner with the Tea and Cloth accounts, we come to the Bills Receivable account, by which it appears that several Bills are not yet due. These are credited "By balance remaining," and entered on the D<sup>r</sup> side of Balance.

Edmund Power's account balances.

Ashton & Co.'s account shows that I still owe them £140, which is carried to the C<sup>r</sup> side of Balance.

The Bills Payable account shows that several Bills have yet some time to run; they are therefore set down "To Balance remaining," and carried to the C<sup>r</sup> side of Balance.

James Perkins' account shows that he owes me £106 2s. 8d., which is therefore carried to the D<sup>r</sup> side of Balance.

We proceed in a similar manner with the other accounts.

#### TO CLOSE THE LEDGER.

The amount of the D<sup>r</sup> side of the Profit and Loss account is £271 17s. 7d., while that of the C<sup>r</sup> side is £395 16s. 8d.; which shows that the difference, £123 19s. 1d., has been gained since Dec. 31, 1850. It is therefore set down on the D<sup>r</sup> side "To Stock gained," and carried to the C<sup>r</sup> side of the Stock account.

The amount of the D<sup>r</sup> side of the Stock account is £1821 18s., while that of the C<sup>r</sup> side is £3258 2s. 7d.; the difference, £1436 4s. 7d., is my net property employed in

trade, which is set down on the Dr side, and carried to the Cr side of Balance.

The Balance account shows that the Dr and Cr sides are equal. Therefore all the accounts are correct, the books balanced, and the Ledger closed.

On inspecting the Balance account, it is obvious that the Dr side furnishes the means of forming a new inventory, and the Cr side a list of debts which I owe.

The learner may form for himself a very good exercise by balancing his accounts and closing his Ledger at the end of each month, and using the materials of each Balance account to form a new inventory.

It is impossible to attach too much importance to the making of Trial Balances, as directed on page 7, to the forming of the General Balance, and to the operation of closing the Ledger; for unless the student makes himself expert at these operations, he will never be competent to undertake the charge of keeping a set of Books. If therefore he desires to become an efficient accountant, he is earnestly recommended to give his most serious attention to this part of the subject.

In Book-keeping it is necessary to be extremely careful to avoid errors; for, should any occur, it will be found that the Ledger will not balance; and, consequently, the whole set of Books must be carefully examined; the Journal must be compared with the Waste-book, and the Ledger with the Journal, in order that the mistake may be detected.

We now proceed to the Waste-book, the definition of which will be found on the second page.

## BOOK-KEEPING.

## WASTE-BOOK (Folio 1).

	London, January 1, 1851.	<i>£ s. d.</i>
<hr/>		
	An Inventory of my Property, and a List of my Debts.	
	Cash in hand, as per former Cash-book . . . . .	1720 0 0
	20 hhds. Sugar, each 10 cwt., at 48/- per cwt. . . . .	480 0 0
	6 chests Congou, 4 cwt. 3 qrns. 5lb, at 3/6 per lb . . . . .	93 19 6
1	250 pieces Cloth, at 24/- each . . . . .	300 0 0
	Bills Receivable, as per Bill-book—	
	No. 45, on Robert Simson, due Jan. 20 . . . . .	150 10 0
	46   Johnson & Co.       Feb. 24 . . . . .	200 0 0
	47   Henry Wright       Mar. 10 . . . . .	189 14 0
		<hr/> 3184 8 6
		<hr/> I owe as follows:
	Edmund Power, Manchester . . . . .	210 12 0
	Ashton & Co., London . . . . .	140 0 0
1	Bills Payable, as per Bill-book—	
	No. 32, drawn by Edward Jones, due Jan. 18 . . . . .	115 10 0
	3,     ,,   Walters & Co.       Feb. 11 . . . . .	84 0 0
		<hr/> 550 2 0

Date Journal	WASTE-BOOK (Folio 2).	£ s. d.
	London, January 1, 1851.	
1	Sold James Perkins, Leeds. 80 pieces Cloth, at 26/- per piece . . . .	104 0 0
	2. —	
1	Sold Williams & Co., Coventry. 2 chests Congou, 1 cwt. 2 qrs. 10lb, at 3/10 . . .	34 2 4
	3. —	
1	Bought of Allanson, Brothers, London. 8 chests Fine Hyson, each 3 qrs. 12lb, at 5/- . . .	192 0 0
	4. —	
1	Bought of Thomas Hamer. 200 pieces Linen, and accepted his Bill, No. 1, for } the amount, at 3 months . . . .	310 0 0
	5. —	
2	Bought for Ready Money. 10 bales Cotton . . . .	296 0 0
	See Cash-book, fol. 1.	
	6. —	
2	Drawn a Bill at 3 months, on Williams & Co., for the } amount of the Congou sold on the 2nd inst., which } they have accepted . . . .	34 2 4
	7. —	
2	Bought of Easton & Co., Jamaica. 4 puncheons Rum. See Invoice-book, fol. 1, and } accepted Bill, No. 2, drawn by them, at 3 months } from this date, for the amount . . . .	75 4 8
	8. —	
2	Sold for Ready Money. 1 chest Congou, 3 qrs. 9lb, at 4/- per lb . . . .	18 12 0
	See C. B. fol. 1.	
	9. —	
2	Sold Alston & Sons, Liverpool. 5 hhds. Sugar, each 10 cwt., at 52/- per cwt. . . .	130 0 0
	10. —	
2	Alston & Sons have accepted my Bill, at 3 months for } the amount of the Sugar sold to them as above . . .	130 0 0

	WASTE-BOOK (Folio 3).	£	s.	d.
	London, January 8, 1851.			
2	Paid Edmand Power, on account . . . . .	150	0	0
	C. B. fol. 1.			
	Sold for Ready Money.			
2	3 chests Fine Hyson, each 3 qrs. 11½lb, at 5/4 . . . . .	76	8	0
	C. B. fol. 1.			
	Sold James Perkins.			
2	90 pieces Linen, at 35/- per piece . . . . .	157	10	6
	9.			
2	James Perkins has accepted my Bill, at 3 months, for . . . . .	266	14	0
	10.			
	Sold Dawson & Co., Norwich.			
8	3 chests Congou, 2 cwt. 1 qr. 8lb, at 4/1 . . . . .	53	1	8
	1 " " Fine Hyson, 3 qrs. 12lb, at 5/- . . . . .	24	0	0
		77	1	8
	Received from them in payment,			
3	Cash, C. B. fol. 1 . . . . .	27	1	8
	Their Acceptance at 3 months . . . . .	50	0	0
		77	1	8
	Bought for Ready Money.			
3	A Horse and Harness . . . . .	50	0	0
	C. B. fol. 1.			
	11.			
3	Accepted Bill, No. 3, drawn by Allanson, Brothers, at 3 months, from Jan. 2 . . . . .	192	0	0
	13.			
	Sold Davis, Pearce, & Co., Nottingham.			
3	50 pieces Linen, at 34/- . . . . .	85	0	0
	14.			
3	Bought of Thomas Adams, London.			
	10 pieces Chintz . . . . .	40	10	0

	WASTE-BOOK (Folio 4).	£ s. d.
	London, January 15, 1851.	
Bought of Edwin Parks, Hull.		
3 6 pipes Madeira . . . . .	146 8 0	
Sold Robins & Co., Coventry.		
3 2 chests Fine Hyson, each 3 qrs. 12lb, at 5/6 . . .	52 16 0	
16. . . . .		
Bought of Edwin Parks.		
3 10 pipes Port . . . . .	580 10 0	
17. . . . .		
Davies, Pearce, & Co. have accepted my Bill at } 3 months, for . . . . . } . . . . .	85 0 0	
18. . . . .		
Paid Edward Jones's Bill. See C. B. fol. 1 . . . . .	115 10 0	
20. . . . .		
Robert Simson has taken up his Bill. See C. B. } fol. 1 . . . . . } . . . . .	150 10 0	
Given to Edwin Parks.		
4 My Acceptance, No. 1, at three months, for . . . . .	726 18 0	
21. . . . .		
Sold for Ready Money.		
4 80 pieces Cloth, at 25/- each . . . . .	100 0 0	
C. B. fol. 1. . . . .		
22. . . . .		
Sold James Perkins.		
4 bales Cotton, at £30 each . . . . .	120 0 0	
4 20 pieces Linen, at 35/- . . . . .	85 0 0	
185 0 0		
Received from him in payment,		
Cash, C. B. fol. 1 . . . . .	55 0 0	
Acceptance, at 3 months . . . . .	100 0 0	
155 0 0		

	WASTE-BOOK (Folio 5).	£	s.	d.
	London, January 23, 1851.			
	Sold Edmund Power.			
4	1 puncheon Rum . . . . .	25	0	0
	2 pipes Madeira . . . . .	50	0	0
	3 " Port . . . . .	170	0	0
	24.			
	Bought of John Leman, Liverpool.			
4	6 casks Russia Tallow, each 8 cwt., at 50/- . . .	120	0	0
	25.			
	Sold Joseph Duncan, London.			
5	4 pieces Chintz, at 72/6 each . . . . .	14	10	0
	20 " Linen, at 34/6 , . . . . .	34	10	0
	27.			
	Edmund Power has accepted a Bill in my favour, at } 8 months . . . . .	184	8	0
	28.			
	Bartered as follows :—			
	Given 10 hhds. Sugar, each 10 cwt., at 50/-			
5	For 2 bags Cochineal, 250lb, at 15/- } per lb . . . . .	187	10	0
	And Cash, C. B. fol. 1. . . . .	62	10	0
	29.			
	Accepted a Bill, No. 5, in favour of John Leman, at } 3 months . . . . .	120	0	0
	30.			
5	Joseph Duncan has remitted a Draft on Barclay & Co. } for . . . . .	49	0	0
	C. B. fol. 1. . . . .			
	31.			
5	Paid Sundry Charges for Counting-house expenses } during this month . . . . .	5	12	6
	B. C. fol. 1.			

No. Date Journal	WASTE-BOOK (Folio 6).	£ s. d.
	London, February 1, 1851.	
5	Shipped on board the Europa, Wilson, master, to Duprie & Co., Quebec.	
	5 hhds. Sugar. I. B. fol. 2 . . . . .	127 10 0
	3. . . . .	
5	Sold Evans & Hawkins, Glasgow.	
	3 casks Russia Tallow, each 8 cwt., at 56/ . . .	67 4 0
	4. . . . .	
6	Sold for Ready Money.	
	2 chests Fine Hyson, each 3 qrs. 12lb, at 5/10 . .	56 0 0
	3 pieces Chintz, at 78/ each . . . .	11 14 0
	C. B. fol. 1. . . . .	
	67 14 0	
	5. . . . .	
	Sold Richard Eames, Derby.	
	1 pipe Madeira . . . . .	27 0 0
6	1 puncheon Rum . . . . .	24 0 0
	1 pipe Port . . . . .	59 0 0
		110 0 0
	6. . . . .	
6	Bought £1200 Stock in the 3 per cent. Reduced, at 97½, Commission ¼ . . . . .	1167 0 0
	C. B. fol. 1. . . . .	
	7. . . . .	
6	Evans & Hawkins have paid me for the Russia Tallow sold to them on the 3rd inst. . . . .	66 7 2
	Allowed for Discount . . . . .	0 16 10
	C. B. fol. 1. . . . .	67 4 0
	8. . . . .	
	Sold Thomas Adams, London.	
6	20 pieces Linen, at 38/8 . . . . .	38 18 4
	3 bales Cotton, at £29 10/ . . . . .	88 10 0
		122 3 4

	WASTRE-BOOK (Folio 7).	£ s. d.
	London, February 10, 1851.	
Richard Eames has remitted		
A Bill drawn by him and accepted by Franks & Son, at 2 months from Feb. 5, for . . . . .	} 60 0 0	
A Bill drawn by him and accepted by Matthew Taylor, at 2 months from this date, for . . . . .	} 50 0 0	110 0 0
	11.	
Shipped on board the Atalanta, Soames, for Naples, for Collini & Co.		
8 bales Cotton. I. B. fol. 1 . . . . .	93 0 0	
	12.	
Paid Walters & Co.		
Bill No. 33. C. B. fol. 1 . . . . .	84 0 0	
	13.	
Received from Thomas Adams, His Acceptance, at 3 months, for . . . . .	89 11 4	
	14.	
Paid for Counting-house Furniture . . . . . C. B. fol. 1 . . . . .	54 16 0	
	15.	
Sold for Ready Money.		
4 pipes Port. C. B. fol. 1 . . . . .	240 0 0	
Bought of Samuel Phillips, Gloucester.		
8 pieces Broad Cloth, each 30 yards, at 22/6 per yard . . . . .	270 0 0	
4 pieces Cloth, each 35 yards at 18/4 per yard . . . . .	128 6 8	
	398 6 8	
Given to Samuel Phillips,		
My Acceptance, at 3 months, for . . . . .	250 0 0	
Cash. C. B. fol. 1 . . . . .	148 6 8	
	398 6 8	

	WASTE-BOOK (Folio 8).	£ s. d.
London, February 17, 1851.		
Sold William Chapman, Halifax.		
7	2 puncheons Rum . . . . .	50 0 0
	2 pipes Port . . . . .	118 0 0
	I. B. fol. 1.	
		168 0 0
	18.	
Bought for Ready Money.		
8	5 hhds. Sugar, each 10 cwt. 2 qrs., at 54/8 . . .	148 10 0
	3 chests Bohea, each 3 qrs. 10lb, at 5/ . . .	70 10 0
	50 pieces Muslin, each 28 yards, at 1/6 . . .	105 0 0
	50 , Cambrics, each 24 yards, at 1/4 . . .	80 0 0
	C. B. fol. 1.	
		399 0 0
	19.	
Sold Joseph Duncan.		
8	4 pieces Broad Cloth, each 30 yards, at 25/ . . .	150 0 0
	2 , Chintz, at 72/ each . . . .	7 4 0
		157 4 0
	20.	
8	William Chapman has given me his Acceptance, at } 3 months from Feb. 17, for . . . . . } <td>168 0 0</td>	168 0 0
	21.	
Sold Willis & Stephens, Aberdeen.		
8	2 casks Russia Tellow, each 8 cwt., at 57/ . . .	45 12 0
	22.	
8	Received from Joseph Duncan, A Draft on Smith & Co. for . . . . .	100 0 0
	C. B. fol. 1.	
	24.	
Received Cash for		
8	Johnson & Co.'s Bill, No. 46 . . . . .	200 0 0
	C. B. fol. 1.	

	WASTE-BOOK (Folio 9).	<i>L. s. d.</i>
	London, February 24, 1851.	
8	Sold for Ready Money.	
	2 pieces Broad Cloth, each 30 yards, at 24/- per yard . . . . .	73 10 0
	Discount allowed . . . . .	0 18 4
		<u>73 11 8</u>
	C. B. fol. 1.	
	25.	
9	Sold Thomas Adams.	
	10 pieces Muslin, each 28 yards, at 1/9 . . . . .	24 10 0
	2 " " Cloth, each 35 yards, at 20/- . . . . .	70 0 0
		<u>94 10 0</u>
	26.	
	Bought of Willis & Stephens.	
9	100 doz. Composition Candles, at 8/- per doz. . . . .	40 0 0
	And Received from them a Draft, on Homfrays & Co., for . . . . .	5 12 0
		<u>45 12 0</u>
	27.	
9	Received from Duprie & Co. a Bill drawn by them on } Jamieson & Co., due May 2, for . . . . . } <td style="text-align: right;">127 10 0</td>	127 10 0
	28.	
9	Sold Evans & Hawkins.	
	1 cask Russia Tallow, 8 cwt., at 56/- . . . . .	22 12 0
9	Paid Sundry Charges for Counting-house expenses } this month, not before entered . . . . . }	4 11 9
		<u>C. B. fol. 1.</u>
	London, March 1, 1851.	
9	Received from Robins & Co. . . . .	
	On account of Fine Hyson . . . . .	30 0 0
		<u>C. B. fol. 1.</u>
	29.	
9	Collini & Co. have remitted their Acceptance, at } the sum of £13 for . . . . . }	23 0 0

S. No. Date	WASTE-BOOK (Folio 10).	£ s. d.
	London, March 4, 1851.	
Sold Thomas Adams.		
9	20 pieces Cambries, each 24 yards, at 1/8 . . .	40 0 0
	5. —	
10	Received from Thomas Adams, in part payment of his account . . . . . 182 16 5	
	Discount allowed . . . . . 1 13 7	
	C. B. fol. 1.	134 10 0
	6. —	
Sold William Chapman.		
10	1 pipe Madeira . . . . .	28 10 0
	7. —	
10	Received from Evans & Hawkins, on account of Russia Tallow . . . . .	22 12 0
	C. B. fol. 1.	
	8. —	
Sold Davis, Pearce, & Co.		
10	2 pieces Broad Cloth, each 30 yards, at 24/ . . .	72 0 0
	20 " Muslin, each 28 yards, at 1/10 . . .	51 6 8
	.	123 6 8
	10. —	
Sold for Ready Money.		
10	1 bag Cochineal, 120lb, at 17/6 . . . . .	105 0 0
	C. B. fol. 1.	
	11. —	
10	Henry Wright being declared insolvent, and his Creditors accepting 2s. 6d. in the pound, I have received, in discharge of his Bill, No. 47, due this day, for £189 14s. . . . .	23 14 8
	C. B. fol. 1.	
	12. —	
10	Received from Davis, Pearce, & Co. Their Acceptance, at 3 months, for . . . . .	123 6 8

	WASTE-BOOK (Folio 11).	£ s. d.
	London, March 13, 1851.	
	Insured with the London Assurance Company, on account of Frederick Bond, £720, on 30 bales Cotton, per the Trident, Dampier, from New York to London.	
11	Premium, at 5 guineas per cent., to return 1 per cent. for Convoy and Arrival . . . . . 37 16 0 Policy . . . . . 1 10 6 Commission $\frac{1}{2}$ per cent. . . . . 8 12 0	42 18 6
M	Received by the Rover from Oporto. 12 pipes of Port, consigned to me by Mattinson & Co., to sell on their account.	I. B. fol. 3.
	14.	
	Bought for Ready Money.	
11	5 hhds. Tobacco, each 10 cwt. 2 qrs. 10lb, at £6 5/ per cwt. . . . .	225 0 5
	C. B. fol. 1.	
	15.	
	Bought in Company with Robert Tyson, The Ship Albion, for which each has paid one-half share, £1000 . . . . .	2000 0 0
	C. B. fol. 1.	
	17.	
N.C.	Shipped on board the Eagle, consigned to Carlini & Co., Genoa, to sell for my account,	
	No. 1, 2. 2 chests Bohem, each 3 qrs. 10lb, at 5/ . . . . .	47 0 0
11	No. 3. 1 pipe Madeira . . . . . 24 8 0 No. 4. 1 bag Cochineal, 130lb, at 15/ . . . . . 97 10 0 Paid Custom and Charges . . . . . 20 0 0	188 18 0
	C. B. fol. 1.	I. B. fol. 4.
	18.	
	Sold for Ready Money.	
11	2 pipes Port (Mattinson & Co.'s), at £95 10/ . . . . .	191 0 0
M	C. B. fol. 1.	
	19.	

5. Debit Journal	WASTE-BOOK (Folio 12).	£ s. d.
	London, March 20, 1851.	
Sold Thomas Adams.		
11	10 pieces Muslin, each 28 yards, at 2/- . . .	28 0 0
	20 , Cambrics, each 24 yards, at 1/6 . . .	36 0 0
		<hr/> 64 0 0
	21.	
	Received from Duncan & Co., who have freighted the Albion for a voyage to Hamburg, at £112 per month.	
12	One Month's Freight . . . . .	112 0 0
	C. B. fol. 1.	
	Paid London Assurance Company.	
12	Insurance of the Albion for £2000 to and from Hamburg, Premium 2½ per cent. . . . .	50 0 0
		<hr/> 22.
	Received from Thomas Adams.	
12	Cash . . . . .	62 15 0
	Allowed for Muslin damaged . . . . .	1 5 0
		<hr/> 64 0 0
	C. B. fol. 1.	
	Sold Alston & Sons.	
12	1 chest Bohea, 3 qrs. 10lb, at 5/8 . . . .	24 18 6
	2 hhds. Sugar, each 10 cwt. 2 qrs., at 60/- . . . .	63 0 0
	60 doz. Compos. Candles, at 8/6 . . . . .	25 10 0
		<hr/> 113 3 6
		24.
	Alston & Sons have remitted	
12	A Bill drawn by them, at 2 months, on Gamble & Co., for . . . . .	45 0 0
	Their own Acceptance, at 2 months, for . . . . .	65 3 6
		<hr/> 113 3 6
		25.
	Sold for Ready Money.	
M & Co.	8 pipes Port (Mattinson & Co.'s), at £95 10/- . . . . .	764 0 0
	C. B. fol. 1	

	WASTE-BOOK (Folio 18).	£ s. d.
	London, March 25, 1851.	
N.C.	Received from Carlini & Co.	
12	Advice of the sale of my Goods, amounting, as per Account Sales, to . . . . . } 26.	280 14 10
	Sold Robins & Co.	
13	2 hhds. Tobacco, each 10 cwt. 2 qrs. 10lb, at £4 10/- per cwt. . . . . }	95 6 0
	27.	
13	Sold for Ready Money.	
M	2 pipes Port (Mattinson & Co.'s), at £100 . . .	200 0 0
	Received from Carlini & Co.	
	The following Bills—	
13	No. 17, on Marston & Co., due 26 May, 180 14 10	
C	„ 18, „ James Boach „ 28 May, 100 0 0	280 14 10
	28.	
M	Paid on account of Mattinson & Co.'s Goods.	
13	Warehouse Rent, Brokerage, &c. . . . .	1 18 6
	My Commission, 2½ per cent. on £1155 . . .	28 17 6
	C. B. fol. 1.                    I. B. fol. 3.	80 16 0
	29.	
	Received from Robins & Co.	
13	Cash . . . . .                    94 2 2	
	Discount allowed . . . . .                    1 3 10	
	C. B. fol. 1.	95 6 0
	30.	
	Sold James Perkins.	
13	2 pieces Cloth, each 35 yards, at 20/- . . . .	70 0 0
	10 „ Cambrics, each 24 yards, at 1/6 . . . .	18 0 0
	10 „ Muslin, each 28 yards, at 1/6 . . . .	23 6 8
		111 6 8

13	WASTE-BOOK (Folio 14).	£ s. d.
	London, March 30, 1851.	
	Sent Mattinson & Co.	
	An Account Sales of their Port Wine, consigned to me for sale.	I. B. fol. 3.
	81.	
	Paid Counting-house Rent, due Lady-day . . . . .	15 0 0
	,, Warehouse Rent . . . . .	10 0 0
	,, Sundry small Counting-house expenses . . . . .	4 16 0
	,, Clerk's Salary . . . . .	60 0 0
		<hr/> 89 16 0

## QUESTIONS

### TO BE ANSWERED BY THE LEARNER.

What is Book-keeping ?

What class of persons keep their Books by Double Entry ?

What class of persons keep their Books by Single Entry ?

What Books are most essential in Double Entry ?

What is the Waste-book ?

What is understood by the word Sundries ?

In what manner may the accuracy of the Books be tested ?

What is the Journal ?

Repeat the Rules for making proper D<sup>n</sup> and C<sup>n</sup>.

In what manner are the transactions recorded in the Waste-book to be transferred to the Journal ?

*Note.*—The student must refer to different parts of this work for such information as he may require. The definitions of the different Books will, in general, be found at the commencement of each.

## JOURNAL.

THE Journal is a Book in which all the transactions of a mercantile house are carefully and correctly recorded in such a manner as to show who or what is Debtor and Creditor for every article which forms the subject of each transaction.

The entries in the Journal are all taken from the Waste-book, the prices of goods and all the calculations being carefully revised and tested before the amounts are set down in the Journal.

## RULES

FOR MAKING PROPER DR<sup>RS</sup> AND CR<sup>RS</sup>.

Any thing *received*, the *receiver*, or the account on which any thing is *received*, is Dr.

Any thing *delivered*, the *deliverer*, or the account on which any thing is *delivered*, is Cr.

For every Dr there must be a Cr.

The first two rules may be abbreviated thus: In, Dr: Out, Cr.

## FOR THE INVENTORY OF PROPERTY.

## SUNDRIES DR to Stock \*.

*Cash*, for the money in hand.

*Goods*, for their cost price.

*Bills Receivable*, for the Bills in hand.

*Personal Accounts* †, for sums due to me.

## FOR THE LIST OF DEBTS.

## STOCK DR to Sundries.

To *Personal Accounts*, for sums I owe.

*Bills Payable*, for my Acceptances not yet due

\* Stock is a term used instead of the name of the Firm.

† For a definition of Personal and other Accounts, see page 38.

	JOURNAL (Folio 1).	£ s. d.	Folio in Vol.
London, January 1, 1851.			
<b>Sundries D<sup>r</sup> to Stock.</b>			
	For the amount of my Property.		
C.B.	Cash . . . . .	1720 0 0	
3	Sugar, 20 hhds. . . . .	480 0 0	
4	Tea, 6 chests Congou . . . . .	93 19 6	
1	Cloth, 250 pieces . . . . .	300 0 0	
2	Bills Receivable . . . . .		1
	No. 45, on Robert Simson . . . . .	150 10 0	
2	,, 46, " Johnson & Co. . . . .	200 0 0	
2	,, 47, " Henry Wright . . . . .	189 14 0	
		3134 3 6	
1.			
<b>Stock D<sup>r</sup> to Sundries.</b>			
	For the amount of my Debts.		
3	Edmund Power . . . . .	210 12 0	
2	Ashton & Co. . . . .	140 0 0	
	Bills Payable . . . . .		1
3	No. 32, Edward Jones . . . . .	115 10 0	
3	,, 33, Walters & Co. . . . .	84 0 0	
		550 2 0	
1.			
<b>James Perkins D<sup>r</sup> to Cloth.</b>			
1	For 80 pieces, at 26/- per piece . . . . .	104 0 0	2
2.			
<b>Williams &amp; Co. D<sup>r</sup> to Tea.</b>			
4	For 2 chests Congou, 1 cwt. 2 qrs. 10lb, at 3/10	34 2 4	2
2.			
<b>Tea D<sup>r</sup> to Allinson, Brothers.</b>			
5	For 8 chests Fine Hyson, each 3 qrs. 12lb, at 5/-	192 0 0	2
3.			
<b>Linen D<sup>r</sup> to Bills Payable.</b>			
	For 200 pieces . . . . .		
3	Accepted Thomas Hamer's Bill, No. 1, at } 8/- on <sup>ts</sup> . . . . .	810 0 0	2

JOURNAL (Folio 2).	£ s. d.	Folio In W. Blk.
London, January 3, 1851.		
5 Cotton D' to Cash. C.B. For 10 bales . . . . .	296 0 0	2
4. ——————		
2 Bills Receivable D' to Williams & Co. 5 For Williams & Co.'s Bill, No. 1, at 3 months, for the Congou sold them on the 2nd instant . . . . .	34 2 4	2
6. ——————		
6 Rum D' to Bills Payable. For 4 puncheons Accepted Easton & Co.'s Bill, No. 2, at 8 months . . . . .	75 4 8	2
6. ——————		
C.B. Cash D' to Tea. 4 For 1 chest Congou, 3 qrs. 9lb, at 4/ . . . . .	18 12 0	2
7. ——————		
6 Alston & Sons D' to Sugar. 3 For 5 hhds, each 10 cwt., at 52/ . . . . .	130 0 0	2
7. ——————		
2 Bills Receivable D' to Alston & Sons. 6 For their Acceptance, No. 2, at 3 months, for the Sugar, as above . . . . .	130 0 0	2
8. ——————		
3 Edmund Power D' to Cash. C.B. For the money paid him on account . . . . .	150 0 0	3
8. ——————		
C.B. Cash D' to Tea. 4 For 3 chests Fine Hyson, each 3 qrs. 11½lb, at 5/4 . . . . .	76 8 0	3
8. ——————		
4 James Perkins D' to Linen. 4 For 90 pieces, at 35/ . . . . .	157 10 0	3
9. ——————		
2 Bills Receivable D' to James Perkins. 4 For his Acceptance, No. 3, at 3 months . . . . .	266 14 0	3

Folio No. Date	JOURNAL (Folio 3).	£ s. d.	Folio in W. Bk.
	London, January 10, 1851.		
6	Dawson & Co. D' to Tea.		
4	For 3 chests Congou, 2 cwt. 1 qr. 8lb, at 4/1	53 1 8	
4	„ 1 chest Fine Hyson, 3 qrs. 12lb, at 5/ .	24 0 0	3
		77 1 8	
6	Sundries D' to Dawson & Co.		
C.B.	For Cash . . . . .	27 1 8	
2	„ Bills Receivable, their Acceptance, No. 4, at 3 months . . . . .	50 0 0	3
		77 1 8	
1	Stock D' to Cash.		
C.B.	For Horse and Harness . . . . .	50 0 0	3
	11.		
5	Allanson, Brothers, D' to Bills Payable.		
3	For my Acceptance, No. 3, due April 5 . . .	192 0 0	3
	13.		
7	Davis, Pearce, & Co. D' to Linen.		
4	For 50 pieces, at 34/- . . . . .	85 0 0	3
	14.		
6	Chintz D' to Thomas Adams.		
7	For 10 pieces . . . . .	32 12 0	3
	15.		
5	Wine D' to Edwin Parks.		
7	For 6 pipes Madeira . . . . .	146 8 0	4
	15.		
7	Robins & Co. D' to Tea.		
4	For 2 chests Fine Hyson, each 3 qrs. 12lb, at 5/6	52 16 0	4
	16.		
5	Wine D' to Edwin Parks.		
7	For 10 pipes Port . . . . .	580 10 0	4
	17.		
2	Bills Receivable D' to Davis, Pearce, & Co.		
2	For their Acceptance, No. 5, at 3 months . . .	85 0 0	4
	c 2		

No. Date Entered	JOURNAL (Folio 4).	£ s. d.	In Folio W.
	London, January 18, 1851.		
3	Bills Payable D' to Cash.		4
C.B.	For Edward Jones's Bill, No. 32, paid . . .	115 10 0	
	20.		
C.B.	Cash D' to Bills Receivable.		
2	For Robert Simson's Bill, No. 45, received . .	150 10 0	4
	20.		
	Edwin Parks D' to Bills Payable.		
7	For my Acceptance, No. 4, at 3 months . . .	726 18 0	4
	21.		
C.B.	Cash D' to Cloth.		
1	For 80 pieces, at 25/- each . . . .	100 0 0	4
	22.		
4	James Perkins D' to Sundries.		
5	For Cotton, 4 bales, at £30 each . . . .	120 0 0	
6	„ Linen, 20 pieces, at 35/- each . . . .	85 0 0	4
	155 0 0		
	22.		
4	Sundries D' to James Perkins.		
C.B.	For Cash . . . . .	55 0 0	
2	„ Bills Receivable, his Acceptance, No. 6, at 3 months . . . . .	100 0 0	4
	155 0 0		
3	Edmund Power D' to Sundries.		
6	For Rum, 1 puncheon . . . . .	25 0 0	
5	„ Wine, 2 pipes Madeira . . . . .	50 0 0	
	3 pipes Port . . . . .	170 0 0	
	245 0 0		
8	Russia Tallow D' to John Leman.		
8	For 6 casks, each 8 cwt., at 50/- . . . . .	120 0 0	5

Polls in Ledger.	JOURNAL (Folio 5).	£ s. d.	Folio W. Blk.
London, January 25, 1851.			
8	Joseph Duncan D <sup>r</sup> to Sundries.		
6	For Chints, 4 pieces, at 72/6 each . . .	14 10 0	
4	,, Linen, 20 pieces, at 34/6 each . . .	34 10 0	5
		49 0 0	
	27.		
2	Bills Receivable D <sup>r</sup> to Edmund Power.		
3	For his Acceptance, No. 7, at 3 months . .	184 8 0	5
	28.		
3	Sundries D <sup>r</sup> to Sugar.		
8	For Cochineal, 2 bags, 250lb, at 15/- per lb . .	187 10 0	
C.B.	,, Cash . . . . .	62 10 0	5
	In barter for 10 hhds., each 10 cwt., at 50/- . .	250 0 0	
	29.		
8	John Leman D <sup>r</sup> to Bills Payable.		
3	For my Acceptance, No. 5, at 3 months . .	120 0 0	5
	30.		
C.B.	Cash D <sup>r</sup> to Joseph Duncan.		
8	For his Draft on Barclay and Co. . . .	49 0 0	5
	31.		
9	Profit and Loss D <sup>r</sup> to Cash.		
C.B.	For Sundry Counting-house expenses . . .	5 12 6	5
London, February 1, 1851.			
10	Duprie & Co. D <sup>r</sup> to Sugar.		
3	For 5 hhds. shipped to their order . . .	127 10 0	6
	3.		
10	Evans & Hawkins D <sup>r</sup> to Russia Tallow.		
8	For 3 casks, each 8 cwt., at 56/- . . .	67 4 0	6

	JOURNAL (Folio 6).	£ s. d.	Folio W. & R.
	London, February 4, 1851.		
C.B.	Cash D <sup>r</sup> to Sundries.		
4	For Tea, 2 chests Fine Hyson, each 3 qrs. 12lb, at 5/10 . . . . . }	56 0 0	
6	" Chintz, 8 pieces, at 78/ each . . . . . }	11 14 0	
		67 14 0	
	5.		
10	Richard Eames D <sup>r</sup> to Sundries.		
5	For Wine, 1 pipe Madeira . . . . .	27 0 0	
	1 pipe Port . . . . .	59 0 0	6
6	" Rum, 1 puncheon . . . . .	24 0 0	
		110 0 0	
	6.		
1	Stock D <sup>r</sup> to Cash.		
C.B.	For £1200, 3 per cent. Reduced . . . . .	1167 0 0	
	7.		
10	Sundries D <sup>r</sup> to Evans & Hawkins.		
C.B.	For Cash . . . . . 66 7 2		
9	" Profit and Loss, for Discount allowed . . . . . } 0 16 10		6
		67 4 0	
	8.		
7	Thomas Adams D <sup>r</sup> to Sundries.		
4	For Linen, 20 pieces, at 33/8 . . . . .	83 13 4	
5	" Cotton, 3 bales, at £29 10/ . . . . .	88 10 0	6
		122 3 4	
	10.		
2	Bills Receivable D <sup>r</sup> to Richard Eames.		
10	For a Bill, No. 8, drawn by him on Frank & Son, due, 8th April . . . . . }	60 0 0	
	" a Bill, No. 9, drawn by him on Matthew Taylor, due 13th April . . . . . }	50 0 0	7
		110 0 0	

Folio No. Date	JOURNAL (Folio 7).	£ s. d.	in Folio W. B.
	London, February 11, 1851.		
10	Collini & Co. D' to Cotton		
5	For three bales, shipped to their order . . .	93 0 0	7
	12.		
3	Bills Payable D' to Cash.		
C.B.	For Walters & Co.'s Bill, No. 33, on me, paid.	84 0 0	7
	12.		
2	Bills receivable D' to Thomas Adams.		
7	For his Acceptance, No. 10, at 3 months . . .	89 11 4	7
	13.		
1	Stock D' to Cash.		
C.B.	For Counting-house Furniture . . . . .	54 16 0	7
	13.		
C.B.	Cash D' to Wine.		
5	For 4 pipes Port . . . . .	240 0 0	7
	14.		
1	Cloth D' to Samuel Phillips.		
11	For 8 pieces Broad, each 80 yards, at 22/6 . .	270 0 0	
	,, 4 pieces, each 35 yards, at 18/4 . . .	128 6 8	7
		398 6 8	
	15.		
11	Samuel Phillips D' to Sundries.		
8	Bills Payable, for my Acceptance, No. 6, at } 8 months . . . . .	250 0 0	
C.B.	Cash . . . . .	148 8 6	7
		398 6 8	
	17.		
10	William Chapman D' to Sundries.		
6	For Rum, 2 puncheons . . . . .	50 0 0	
5	,, Wine, 2 pipes Port . . . . .	118 0 0	8
		168 0 0	

	JOURNAL (Folio 8).	£ s. d.	Folio in W. Bk.
	London, February 18, 1851.		
C.B.	Sundries D <sup>r</sup> to Cash.		
8	For Sugar, 5 hhds., each 10 cwt. 2 qrs., at } 54/8 . . . . .	143 10 0	
4	,, Ten, 8 chests Bohem, each 3 qrs. 10lb, at 5/	70 10 0	8
9	,, Muslin, 50 pieces, each 28 yards, at 1/6 50 pieces Cambrics, each 24 yds. ] at 1/4 . . . . .	105 0 0 80 0 0	
		399 0 0	
	19.		
8	Joseph Duncan D <sup>r</sup> to Sundries.		
1	For Cloth, 4 pieces Broad, each 30 yards, at }	150 0 0	
	25/ . . . . .		8
6	,, Chintz, 2 pieces at 72/ each . . . . .	7 4 0	
		157 4 0	
	20.		
2	Bills Receivable D <sup>r</sup> to William Chapman.		
10	For his Acceptance, at 3 months, due May 20	168 0 0	8
	21.		
11	Willis and Stephens D <sup>r</sup> to Russia Tallow.		
8	For 2 casks, each 8 cwt., ht 57/ . . . . .	45 12 0	8
	22.		
C.B.	Cash D <sup>r</sup> to Joseph Duncan.		
8	For his Draft on Smith & Co. . . . .	100 0 0	8
	23.		
C.B.	Cash D <sup>r</sup> to Bills Receivable.		
2	For Johnson & Co.'s Bill, No. 46 . . . . .	200 0 0	8
	24.		
1	Sundries D <sup>r</sup> to Cloth.		
C.B.	For Cash, for 2 pieces Broad, each } 80 yards, at 24/6 . . . . .	72 11 8	9
9	,, Profit and Loss, for Discount } allowed . . . . .	0 18 4	
		73 10 0	

Folio in Folio is Ledger.	JOURNAL (Folio 9).	£ s. d.	Folio is W. R.
	London, February 25, 1851.		
7	Thomas Adams D <sup>r</sup> to Sundries.		
9	For Muslin, 10 pieces, each 28 yards, at 1/9	24 10 0	
1	,, Cloth, 2 pieces, each 35 yards, at 20/-	70 0 0	9
		94 10 0	
	26.		
11	Sundries D <sup>r</sup> to Willis & Stephens.		
11	For Candles, 100 doz., at 8/- per doz. . . .	40 0 0	
C.B.	,, Cash, for Draft on Homfrays & Co. . . .	5 12 6	9
		45 12 0	
	27.		
2	Bills Receivable D <sup>r</sup> to Duprie & Co.		
10	For a Bill, No. 12, drawn by them on Jamie- son & Co., due May 2 . . . . }	127 10 0	9
	28.		
10	Evans & Hawkins D <sup>r</sup> to Russia Tallow.		
8	For 1 cask, 8 cwt., at 56/6 . . . .	22 12 0	9
	28.		
9	Profit and Loss D <sup>r</sup> to Cash.		
C.B.	For Sundry Counting-house expenses . . . .	4 11 9	9
	London, March 1, 1851.		
C.B.	Cash D <sup>r</sup> to Robins & Co.		
7	For Fine Hyson . . . . .	30 0 0	9
	3.		
2	Bills Receivable D <sup>r</sup> to Collini & Co.		
10	For their Acceptance, No. 13, due May 16 . .	93 0 0	9
	4.		
7	Thomas Adams D <sup>r</sup> to Muslin.		
9	For 20 pieces Cambrics, each 24 yards, at 1/8	40 0 0	10

S.	JOURNAL (Folio 10).	£ s. d.	10. Folio W. B.
	London, March 5, 1851.		
7	Sundries D' to Thomas Adams.		
C.B.	For Cash . . . . . 132 16 5		
9	" Profit and Loss, for Discount } 1 18 7 allowed . . . . .	134 10 0	10
	6. ——————		
10	William Chapman D' to Wine.		
5	For 1 pipe Madeira . . . . . 28 10 0		10
	7. ——————		
C.B.	Cash D' to Evans & Hawkins.		
10	For Russia Tallow . . . . . 22 12 0		10
	8. ——————		
7	Davis, Pearce, & Co. D' to Sundries.		
1	For Cloth, 2 pieces Broad, each 300 yards, at } 24/ . . . . .	72 0 0	
9	" Muslin, 20 pieces, each 28 yards, at 1/10	51 6 8	10
	123 6 8		
	10. ——————		
C.B.	Cash D' to Cochineal.		
8	For 1 bag, 120 lb, at 17/6 . . . . . 105 0 0		10
	11. ——————		
2	Sundries D' to Bills Receivable.		
C.B.	For Cash for Composition on } Henry Wright's Bill, } 23 14 3 No. 47 . . . . .		
9	" Profit and Loss, for loss on } 165 19 9 his Debt . . . . .	189 14 0	
	12. ——————		
2	Bills Receivable D' to Davis, Pearce, & Co.		
7	For their Acceptance, No. 14, at 3 months . 123 6 8		10

Folio in Ledger.	JOURNAL (Folio 11).	£ s. d.	Folio in Bk.
London, March 13, 1851.			
11	Frederick Bond Dr to Sundries. For cost of insuring £720 on 30 bales Cotton, per the Trident, from New York to London, premium 5 guineas per cent., to return 1 per cent. for Convey and Arrival.		
11	To London Assurance Company . . . . .	39 6 6	
9	,, Profit and Loss, Commission, } . . . . .     } $\frac{1}{2}$ per cent. . . . .	8 12 0	
		42 18 6	
	15.		
12	Tobacco Dr to Cash.		
C.B.	For 5 hhds., each 10 cwt. 2 qrs. 10lb, at £4 5/- per cwt. . . . .	225 0 5	
	17.		
12	Ship Albion, in Co. with Robert Tyson, Dr to Sundries.		
C.B.	For Cash for my share . . . . .	1000 0 0	
12	,, Robert Tyson, his account } . . . . .     } in Co. for his share . . . . .	1000 0 0	
		2000 0 0	
	18.		
12	Voyage to Genoa Dr to Sundries.		
4	For Tea, 2 chests Bohea, each } 3 qrs. 10lb, at 5/- . . . . . } 47 0 0		
5	,, Wine, 1 pipe Madeira . . . . .	24 8 0	
8	,, Cochineal, 1 bag, 180 lb, at } 15/- . . . . .     } 97 10 0		
C.B.	,, Cash, for Custom and Charges 20 0 0		
		188 18 0	
	19.		
C.B.	Cash Dr to Mattinson & Co.'s Account of Goods.		
13	For their Port, 2 pipes, at £95 10/- . . . . .	191 0 0	
	20.		
7	Thomas Adams Dr to Sundries.		
9	For Mulin, 10 pieces, each 28 yards, at 2/- .	28 0 0	
	,,     20 pieces Cambrics, each 24 yds. } . . . . .     } at 1/6 . . . . .	30 0 0	
		64 0 0	

Folio Date	JOURNAL (Folio 12).	£ s. d.	Folio in W.
London, March 21, 1851.			
C.B.	Cash D <sup>r</sup> to Ship Albion in Co.		
12	For Freight received from Duncan & Co.	112 0 0	12
21.			
12	Ship Albion in Co. D <sup>r</sup> to Cash.		
C.B.	For Premium for insuring £2000 at 2½ per cent. to and from Hamburg . . .	50 0 0	12
22.			
7	Sundries D <sup>r</sup> to Thomas Adams.		
C.B.	For Cash . . . . .	62 15 0	
9	" Profit and Loss, for Muslin } damaged . . . . .	1 5 0	12
22.			
6	Alston & Sons D <sup>r</sup> to Sundries.		
4	For Tea, 1 chest Bohem, 3 qrs. 10lb, at 5/3 .	24 13 6	
3	" Sugar, 2 hhds., each 10 cwt. 2 qrs., at 60/-	63 0 0	12
11	" Candles, 60 doz., at 8/6 . . . . .	25 10 0	
24.			
2	Bills Receivable D <sup>r</sup> to Alston & Sons.		
	For a Bill, No. 15, drawn by them on Gamble & Co., at 2 months . . . . .	48 0 0	
6	" Alston & Co.'s Acceptance, No. 16, at 2 months . . . . .	65 3 0	12
25.			
C.B.	Cash D <sup>r</sup> to Mattinson & Co.'s Account of Goods.		
13	For their Port, 8 pipes, at £95 10/- . . . . .	764 0 0	12
25.			
13	Carlini & Co., my Account Current, D <sup>r</sup> to Voyage to Genoa.		
12	Advice received of sale of my Goods, the net proceeds amounting to . . . . .	280 14 10	13
26.			
7	Robins & Co. D <sup>r</sup> to Tobacco.		
12	For 2 hhds., each 10 cwt. 2 qrs. 10lb, at £4 10/-	95 6 0	13

Folio in Ledger.	JOURNAL (Folio 13).	£	s.	d.	Folio in W.Bk.
	London, March 27, 1851.				
C.B.	Cash D <sup>r</sup> to Mattinson & Co.'s Account of Goods				
13	For their Port, 2 pipes, at £100 . . . .	200	0	0	13
	27.				
2	Bills Receivable D <sup>r</sup> to Carlini & Co., my Account Current.				
13	For the following Bills—				
	No. 17, on Marston & Co., due May 26 . . . .	180	14	10	
	,, 18, on James Roach, due May 28 . . . .	100	0	0	18
	28.				
13	Mattinson & Co.'s Account of Goods D <sup>r</sup> to Sundries.				
C.B.	For Cash for Warehouse-rent, Brokerage, &c.				
9	,, Profit and Loss, my Commission, at 2½ per cent. on £1155 . . . .	1	18	6	
		28	17	6	18
	29.				
7	Sundries D <sup>r</sup> to Robins & Co.				
C.B.	For Cash . . . . . 94 2 2				
9	,, Profit and Loss, for Discount } allowed . . . . . 1 3 10	95	6	0	18
	30.				
4	James Perkins D <sup>r</sup> to Sundries.				
1	For Cloth, 2 pieces, each 35 yards, at 20/- . . . .	70	0	0	
9	,, Muslin, 10 pieces, each 28 yards, at 1/8 . . . .	18	0	0	
	,, " 10 pieces Cambrics, each 24 yds. at 1/6 . . . .	23	6	8	18
	31.				
9	Profit and Loss D <sup>r</sup> to Cash.				
C.B.	For Counting-house Rent, due Lady-day . . . .	15	0	0	
	,, Warehouse Rent . . . . .	10	0	0	
	,, Counting-house expenses . . . . .	4	16	0	14
	,, Clerk's Salary . . . . .	60	0	0	
	89 16 0				

## LEDGER.

THE Ledger is a book in which all the transactions are collected under their proper heads, in such a manner that each person and each article of trade has a distinct Dr and Cr account in it.

The plan of this book enables the merchant to ascertain what is due to or from himself, or any one with whom he deals, on any article, as also the exact sum he has gained or lost on any article or transaction, or on the whole business; in short, to take an accurate survey of the state of his affairs whenever he may think proper to do so.

The entries in this book are taken from the Journal, each transaction being entered twice, one entry being for the Dr, and the other for the Cr, whence the method is styled Double Entry.

Each Account in the Ledger occupies a part or the whole of two pages, the left-hand page being the Dr side, and the right-hand page the Cr side of the account.

The Dr and Cr are as they stand in the Journal.

Although the word Cr does not occur in the Journal, it is nevertheless understood. For instance, on the 1st January we have, in the Journal, "James Perkins Dr to Cloth," by which we understand that James Perkins is Dr, and Cloth Cr.

For this *one* entry in the Journal we shall have *two* in the Ledger, one showing James Perkins to be Dr to Cloth for 80 pieces, the other showing Cloth to be Cr by James Perkins for 80 pieces.

The Accounts in the Ledger are distinguished by the names of Personal, Real, and Nominal or Fictitious Accounts.

Personal Accounts are such as are made out under the name of some person or company; as the accounts of Edmund Power, and Ashton & Co., on folios 3 and 2 of the Ledger.

Real Accounts are Accounts of goods and other property, as the Cash Account, on folio 1, and the Sugar Account on folio 3. The Accounts of Bills Payable and Bills Receivable are Real Accounts.

Nominal or Fictitious Accounts are the Accounts of Stock and Profit and Loss.

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(Folio 1).

## LEDGER.

*Dr*

## Stock.

			Folio Jour.		Folio W.B.	£	s.	d.
1851.								
Jan. 1	1	To Sundries . . . . .			1	550	2	0
10	3	Cash, for Horse and Harness . . .			3	50	0	0
Feb. 6	6	Cash, for £1200, 3 per cent. Reduced . . .			6	1167	0	0
13	7	Cash, for Counting-house Furniture . . .			7	54	16	0
Mar. 31		Balance, my net property employed } in trade . . . . .				1436	4	7
						3258	2	7

*Dr*

## Cash.

				Cash Book				
1851.								
Jan. 31	1	To Stock and Sundries received this }			1	2259	1	8
		month, per Cash-book . . . . .						
Feb. 28		Sundries received this month, per }				752	4	10
		Cash-book . . . . .						
Mar. 31		Ditto . . . . .				1737	19	10
						4749	6	4

*Dr*

## Cloth.

			Folio W.B.					
1851.								
Jan. 1	1	To Stock . . . . . 250 pieces			1	300	0	0
Feb. 14	7	Samuel Phillips . . . . . 8 Broad			7	270	0	0
	7	Samuel Phillips . . . . . 4 "			7	123	6	8
Mar. 31		Profit and Loss, gained . . . . .				49	3	4
						747	10	0

## LEDGER.

(Folio 1).

			Contra.	C'
1851.	Folio Jour.		Folio W.B.	£ s. d.
Jan. 1	1	By Sundries . . . . .	1	3134 3 6
Mar. 31		Profit and Loss, gained since December 31, 1850 . . . }		123 19 1
				3258 2 7

			Contra.	C'
1851.			Cash Book	
Jan. 31	1	By Sundries paid this month, per Cash-book	1	617 2 6
Feb. 28		Ditto . . . . .		1857 14 5
Mar. 31		Ditto . . . . .		1386 14 11
		Balance in hand . . . . .		887 14 6
				4749 6 4

			Contra.	C'
1851.			Folio W.B.	
Jan. 1	1	By James Perkins . 80 pieces .	2	104 0 0
21	4	Cash . . . 80 "	4	100 0 0
Feb. 19	8	Joseph Duncan . 4 " Broad .	8	150 0 0
24	8	Sundries . . . 2 " Broad .	9	73 10 0
25	9	Thomas Adams . 2 " .	9	70 0 0
Mar. 8	10	Davis, Pearce, & Co. . 2 " Broad .	10	72 0 0
30	13	James Perkins . 2 "	13	70 0 0
31		Balance remaining . 90 "		108 0 0
			262	747 10 0

(Folio 3).

## LEDGER.

*D'*

## Sugar.

			Folio Jour.			Folio W. B.	£	s.	d.
1851.									
Jan. 1	1	To Stock . . . . .		20 hds.		1	480	0	0
Feb. 18	8	Cash . . . . .		5 ,,		8	143	10	0
Mar. 31		Profit and Loss, gained . . . . .					4	8	0
						25			
							627	18	0

*D'*

## Edmund Power.

1851.									
Jan. 8	1	To Cash . . . . .				3	150	0	0
23	4	Sundries . . . . .				5	245	0	0
							395	0	0

*D'*

## Bills Payable.

1851.									
Jan. 18	4	To Cash, for No. 32, Edward Jones .				4	115	10	0
Feb. 12	7	Cash, for No. 33, Walters & Co. .				7	84	0	0
Mar. 31	2	To Balance remaining, my acceptances--							
	2	No. 1, drawn by Thos. Hamer, due Apr. 6.				2	310	0	0
	2	2 ,," Easton & Co. , 9				2	75	4	8
	3	3 ,," Allanson, Bro. , 5				3	192	0	0
	4	4 ,," Edwin Parks , 23				4	726	18	0
	5	5 ,," John Leman May 1				5	120	0	0
	7	6 ,," Saul. Phillips , 18				7	250	0	0
							1873	12	8

## LEDGER.

(Folio 3).

## Contra.

Cr

	Folio Jour.			Folio W.B.	£	s.	d.
1851.							
Jan. 7	2	By Alston & Sons . . . . .	5 hhds.	2	130	0	0
28	5	Sundries . . . . .	10 "	5	250	0	0
Feb. 1	5	Duprie & Co. . . . .	5 "	6	127	10	0
Mar. 22	12	Alston & Sons . . . . .	2 "	12	63	0	0
31		Balance remaining . . . . .	2 "		57	8	0
				25			
					627	18	0

## Contra.

Cr

1851.							
Jan. 1	1	By Stock . . . . .		1	210	12	0
27	5	Bills Receivable . . . . .		5	184	8	0
					395	0	0

## Contra.

Cr

1851.							
Jan. 1	1	By Stock, No. 32, Edward Jones		1	115	10	0
	1	Stock, 33, Walters & Co.		1	84	0	0
3	1	Linen, 1, Thomas Hamer		2	310	0	0
6	2	Rum, 2, Easton & Co.		2	75	4	8
11	3		3, Allanson, Brothers	3	192	0	0
20	4		4, Edwin Parks	4	726	18	0
29	5		5, John Leman	5	120	0	0
Feb. 15	7		6, Samuel Phillips	7	250	0	0
					1873	12	8

(Folio 4).

## LEDGER.

Dr

Tea.

	Folio Jour.			Folio W. B.	£ s. d.
1851.					
Jan. 1	1	To Stock . . . . .	6 chests Congou . . . . .	1	93 19 6
	2	Allanson, Bros., 8 , ,	Fine Hyson . . . . .	2	192 0 0
Feb. 18	8	Cash . . . . .	Bohea . . . . .	8	70 10 0
Mar. 31		Profit and Loss, gained . . . . .			30 4 0
				17	
					386 13 6

Dr

James Perkins.

1851.					
Jan. 1	1	To Cloth . . . . .		2	104 0 0
	8	Linen . . . . .		3	157 10 0
	22	Sundries . . . . .		4	155 0 0
Mar. 30	13	Sundries . . . . .		13	111 6 8
					527 16 8

Dr

Linen.

1851.					
Jan. 3	1	To Bills Payable . . . . .	200 pieces . . . . .	2	310 0 0
Mar. 31		Profit and Loss, gained . . . . .			35 13 4
					345 13 4

## LEDGER.

(Folio 4).

				Contra.	C'
1851.	Folio Jour.			Folio W. B.	£ s. d.
Jan. 2	1	By Williams & Co.	2 chests Congou.	2	34 2 4
6	2	Cash . . .	1 " .	2	18 12 0
8	2	Cash . . .	3 Fine Hyson	3	76 8 0
10	3	Dawson & Co	3 Congou .	3	53 1 8
	3	Dawson & Co.	1 Fine Hyson	3	24 0 0
15	3	Robins & Co.	2 "	4	52 16 0
Feb. 4	6	Cash . . .	2 "	6	56 0 0
Mar. 18	11	Voyage to Genoa	2 Bohea .	11	47 0 0
22	12	Alston & Sons	1 "	12	24 13 6
			17		386 13 6

				Contra.	C'
1851.					
Jan. 9	2	By Bills Receivable	. . . .	3	266 14 0
22	4	Sundries	. . . .	4	155 0 0
Mar. 31		By Balance due to me	. . . .		106 2 8
					527 16 8

				Contra.	C'
1851.					
Jan. 8	2	By James Perkins	. . . 90 pieces	3	157 10 0
13	3	Davis, Pearce, & Co.	. 50 "	3	85 0 0
22	4	James Perkins	. . 20 "	4	35 0 0
25	5	Joseph Duncan	. . 20 "	5	34 10 0
Feb. 8	6	Thomas Adams	. . 20 "	6	33 13 4
			200		345 13 4

(Folio 5).

## LEDGER.

*D'*

Williams &amp; Co.

1851.	Folio Jour.	To Tea . . . . .	To W.B.	£ s. d.
Jan. 2	1		2	34 2 4

*D'*

Allanson, Brothers.

1851.		To Bills Payable . . . . .	3	192 0 0
Jan. 11	3			

*D'*

Cotton.

1851.		To Cash . . . . . ten bales	2	296 0 0
Jan. 3	2			
Mar. 31		Profit and Loss, gained . . . . .		5 10 0
				301 10 0

*D'*

Wine.

1851.				
Jan. 15	3	To Edwin Parks . . . 6 pipes Madeira	4	146 8 0
16	3	Edwin Parks . . . 10 " Port	4	580 10 0
Mar. 31		Profit and Loss, gained . . . . .		14 8 0
				741 6 0

## LEDGER.

(Folio 5).

				Contra.	C <sup>r</sup>
1851.	Folio Jour.			Folio W. B.	£ s. d.
Jan. 4	2	By Bills Receivable . . . . .		2	£ 34 2 4

				Contra.	C <sup>r</sup>
1851.					
Jan. 2	1	By Tea . . . . .		2	192 0 0

				Contra.	C <sup>r</sup>
1851.					
Jan. 22	4	By James Perkins . . 4 bales .		4	120 0 0
Feb. 8	6	Thomas Adams . . 3 ,,		6	88 10 0
11	7	Collini & Co. . . 3 ,,		7	98 0 0
			10		301 10 0

				Contra.	C <sup>r</sup>
1851.					
Jan. 23	4	By Edmund Power . . 2 pipes Madeira		5	50 0 0
	4	Edmund Power . . 3 , Port		5	170 0 0
Feb. 5	6	Richard Eames . . 1 , Madeira		6	27 0 0
	6	Richard Eames . . 1 , Port		6	59 0 0
13	7	Cash . . . 4 , Port		7	240 0 0
17	7	William Chapman . . 2 , Port		8	118 0 0
Mar. 6	10	William Chapman . . 1 , Madeira		10	28 10 0
18	11	Voyage to Genoa . . 1 , Madeira		11	24 8 0
31		Balance remaining . . 1 , , ,			24 8 0
			16		741 6 0

(Folio 6).

## LEDGER.

Dr

## Rum.

		Folio Jour.		Folio W. B.	£	s.	d.
1851.							
Jan. 6	2	To Bills Payable . . .	4 puncheons.	2	75	4	8
Mar. 31		Profit and Loss, gained . . .			23	15	4
					99	0	0

Dr

## Alston &amp; Sons.

					£	s.	d.
1851.							
Jan. 7	2	To Sugar . . . . .		2	130	0	0
Mar. 22	12	Sundries . . . . .		12	113	3	6
					243	3	6

Dr

## Dawson &amp; Co.

					£	s.	d.
1851.							
Jan. 10	3	To Sundries . . . . .		3	77	1	8

Dr

## Chintz.

					£	s.	d.
1851.							
Jan. 14	3	To Thomas Adams . . .	10 pieces . . .	3	32	12	0
Mar. 31		Profit and Loss, gained . . .			4	1	2
					36	13	2

## LEDGER.

(Folio 6).

## Contra.

C'

		Folio Jour.			Folio W. B.	£	s.	d.
1851.								
Jan. 23	4	By Edmund Power . . .	1	puncheon.	5	25	0	0
Feb. 5	6	Richard Eames . . .	1	"	6	24	0	0
	17	William Chapman . . .	2	"	8	50	0	0
					4			
						99	0	0

## Contra.

C'

1851.								
Jan. 7	2	By Bills Receivable . . . . .			2	180	0	0
Mar. 24	12	Bills Receivable . . . . .			12	113	3	6
						243	3	6

## Contra.

C'

1851.								
Jan. 10	3	By Sundries . . . . .			3	77	1	8

## Contra.

C'

1851.								
Jan. 25	5	By Joseph Duncan . . . . .	4	pieces . . .	5	14	10	0
Feb. 4	6	Cash . . . . .	3	"	6	11	14	0
19	8	Joseph Duncan . . . . .	2	"	8	7	4	0
Mar. 31		By Balance remaining . . . . .	1	"		8	5	2
					10			
						36	13	2

(Folio 7).

## LEDGER.

Dr

Davis, Pearce, &amp; Co.

	Folio Jour.	To Linen . . . . .		Folio W.B.	£ s. d.
1851.				3	85 0 0
Jan. 18	3	To Linen . . . . .		10	123 6 8
Mar. 8	10	Sundries . . . . .			208 6 8

Dr

Thomas Adams.

		To Sundries . . . . .			£ s. d.
1851.				6	122 3 4
Feb. 8	6	To Sundries . . . . .		9	94 10 0
25	9	Sundries . . . . .		10	40 0 0
Mar. 4	9	Muslin (Cambrics) . . . . .		12	64 0 0
20	11	Sundries . . . . .			320 13 4

Dr

Edwin Parks.

		To Bills Payable . . . . .			£ s. d.
1851.				4	726 18 0
Jan. 20	4	To Bills Payable . . . . .			726 18 0

Dr

Robins &amp; Co.

		To Tea . . . . .			£ s. d.
1851.				4	52 16 0
Jan. 15	3	To Tea . . . . .		13	95 6 0
Mar. 26	12	Tobacco . . . . .			148 2 0

**LEDGER.**

(Folio 7).

			Contra.	C
1851.				
Jan. 15	3	By Wine . . . . .	4	146 8 0
16	3	Wine . . . . .	4	580 10 0
				726 18 0

(Folio 8).

## LEDGER.

*D'*

## Russia Tallow.

		Po. to Jour.			Po. to W.B.	£ s. d.		
1851.								
Jan. 24	4	To John Leman . . . . .	6 casks	.	5	120	0	0
Mar. 31		Profit and Loss, gained .	.	.		15	8	0
						135	8	0

*D'*

## John Leman.

1851.								
Jan. 29	5	To Bills Payable . . . . .	.	.	5	120	0	0

*D'*

## Joseph Duncan.

1851.								
Jan. 25	5	To Sundries . . . . .	.	.	5	49	0	0
Feb. 19	8	Sundries . . . . .	.	.	8	157	4	0
						206	4	0

*D'*

## Cochineal.

1851.								
Jan. 28	5	To Sugar . . . . .	2 bags, 250lb	.	5	187	10	0
Mar. 31		Profit and Loss, gained .	.	.		15	0	0
						202	10	0

## LEDGER.

(Folio 8).

Contra.				C'	
	Folio Jour.			Folio W.B.	£ s. d.
1851.					
Feb. 3	5	By Evans & Hawkins . .	3 casks . .	6	67 4 0
21	8	Willis & Stephens . .	2 " "	8	45 12 0
28	9	Evans & Hawkins . .	1 "	9	22 12 0
				6	135 8 0

Contra.				C'
1851.				
Jan. 24	4	By Russia Tallow . . . .	. . . .	5 120 0 0

Contra.				C'
1851.				
Jan. 30	5	By Cash . . . . .	. . . . .	5 49 0 0
Feb. 22	8	Cash . . . . .	. . . . .	8 100 0 0
Mar. 31		Balance due to me . . . .	. . . .	57 4 0
				206 4 0

Contra.				C'
1851.				
Mar. 10	10	By Cash . . . . .	1 big, 120lb	10 105 0 0
18	11	Voyage to Genoa . .	1 " 130lb	11 97 10 0
			2 250	202 10 0

(Folio 9).

## LEDGER.

Dr

## Profit and Loss.

	Folio Jour.		Folio W. B.	£	s.	d.
1851.						
Jan. 31	5	To Cash, for Counting-house expenses .	5	5	12	6
Feb. 7	6	Discount allowed on Russia Tallow .	6	16	10	
24	8	Discount allowed on Broad Cloth .	9	18	4	
28	9	Cash, for Counting-house expenses .	9	4	11	9
Mar. 5	10	Discount allowed Thomas Adams .	10	1	13	7
11	10	Bills Receivable, for loss on Henry Wright's Bill, No. 47 .	10	165	19	9
22	12	Allowance for Muslin damaged .	12	1	5	0
29	13	Discount allowed Robins & Co. .	13	1	3	10
31	18	Cash, for Counting-house and Warehouse Rent . . . .	14	25	0	0
		Cash, for Counting house expenses .	14	4	16	0
		Cash, for Clerk's Salary . . .	14	60	0	0
		Stock, gained since Dec. 31, 1850 .		123	19	1
				395	16	8

Dr

## Muslin.

1851.						
Feb. 18	8	To Cash . . . . 50 pieces . . .	8	105	0	0
	8	Cash . . . . 50 " Cambries	8	80	0	0
Mar. 31		Profit and Loss, gained . . . .		36	8	4
		100				
				221	3	4

## LEDGER.

(Folio 9).

				Contra.	C
1851.	Folio Jour.			Folio W.B.	£ s. d.
Mar. 13	11	By Frederick Bond, Commission on In- surance . . . . .		11	3 12 0
28	13	Mattinson & Co.'s Account of Goods, for Commission . . . . .		13	28 17 6
31		Sugar, gained . . . . .			4 8 0
		Tea, gained . . . . .			30 4 0
		Cloth, gained . . . . .			49 3 4
		Linen, gained . . . . .			35 13 4
		Cotton, gained . . . . .			5 10 0
		Rum, gained . . . . .			23 15 4
		Chintz, gained . . . . .			4 1 2
		Wine, gained . . . . .			14 8 0
		Russia Tallow, gained . . . . .			15 8 0
		Cochineal, gained . . . . .			15 0 0
		Muslin, gained . . . . .			36 3 4
		Candles, gained . . . . .			1 10 0
		Tobacco, gained . . . . .			5 5 10
		Ship Albion in Co., gained . . . . .			31 0 0
		Voyage to Genoa, gained . . . . .			91 16 10
					395 16 8

				Contra.	C
1851.	Folio Jour.				
Feb. 25	9	By Thomas Adams . . 10 pieces . . . . .		9	24 10 0
Mar. 4	9	Thomas Adams . . 20 " Cambries . . . . .		10	40 0 0
8	10	Davis, Pearce, & Co. 20 " . . . . .		10	51 6 8
20	11	Thomas Adams . . 10 " . . . . .		12	28 0 0
	11	Thomas Adams . . 20 " Cambries . . . . .		12	36 0 0
30	13	James Perkins . . 10 " . . . . .		13	23 6 8
	13	James Perkins . . 10 " Cambries . . . . .		13	18 0 0
		100			221 8 4

(Folio 10).

## LEDGER.

Dr

## Duprie &amp; Co.

	Folio Journ.	To Sugar . . . . .	No in W. B.	£ s. d.
1851. Feb. 1	5		6	127 10 0

Dr

## Evans &amp; Hawkins.

1851. Feb. 3	5	To Russian Tallow . . . . .	6	67 4 0
28	9	Ditto . . . . .	9	22 12 0
				89 16 0

Dr

## Richard Eames.

1851. Feb. 5	6	To Sundries . . . . .	6	110 0 0
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Dr

## Collini &amp; Co.

1851. Feb. 11	7	To Cotton . . . . .	7	93 0 0
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Dr

## William Chapman.

1851. Feb. 17	7	To Sundries . . . . .	8	168 0 0
Mar. 6	10	Wine . . . . .	10	28 10 0
				196 10 0

## LEDGER.

(Folio 10).

			Contra.		C
1851.	Folio Jour.			Folio W.B.	£ s. d.
Feb. 27	9	By Bills Receivable . . . . .		9	127 10 0

			Contra.		C
1851.					
Feb. 7	6	By Sundries . . . . .		6	67 4 0
Mar. 7	10	Cash . . . . .		10	22 12 0
					89 16 0

			Contra.		C
1851.					
Feb. 10	6	By Bills Receivable . . . . .		7	110 0 0

			Contra.		C
1851.					
Mar. 3	9	By Bills Receivable . . . . .		9	93 0 0

			Contra.		C
1851.					
Feb. 20	8	By Bills Receivable . . . . .		8	168 0 0
Mar. 31		Balance due to me . . . . .			28 10 0
					196 10 0

(Folio 11).

## LEDGER.

*D'*

Samuel Phillips.

1851.	Folio Jour.						Folio W.B.	£	s.	d.
Feb. 15	7	By Sundries	.	.	.	.	7	398	6	8

*D'*

Willis &amp; Stephens.

1851.										
Feb. 21	8	To Russia Tallow	.	.	.	.	8	45	12	0

*D'*

Candles.

1851.										
Feb. 26	9	To Willis & Stephens	.	100 doz.	.	.	9	40	0	0
Mar. 31		Profit and Loss, gained	.	.	.	.		1	10	0

*D'*

Frederick Bond.

1851.										
Mar. 13	11	To Sundries	.	.	.	.	11	42	18	6

*D'*

London Assurance Company.

1851.										
Mar. 31		To Balance due to them	.	.	.	.		39	6	6

## LEDGER.

(Folio 11).

			Contra.	C'
1851.	Folio Jour.		Folio W.B.	£ s. d.
Feb. 14	7	By Sundries . . . . .	7	398 6 8

			Contra.	C'
1851.				
Feb. 26	9	By Sundries . . . . .	9	45 12 0

			Contra.	C'
1851.				
Mar. 22	12	By Alston & Sons . . .	60 doz.	12 25 10 0
31		Balance remaining . . .	40 "	16 0 0
			100	41 10 0

			Contra.	C'
1851.				
Mar. 31		By Balance due to me . . .		42 18 0

			Contra	C'
1851.				
Mar. 13	11	By Frederick Bond . . . .	11	39 6 6

(Folio 12).

## LEDGER.

Dr

## Tobacco.

1851.	Folio Jour.		Folio W.B.	£	s.	d.
Mar. 15	11	To Cash . . . . . 5 hhds. . .	11	225	0	5
31		Profit and Loss, gained . . . .		5	5	10
				230	6	3

Dr

## Ship Albion, in Co. with Robert Tyson.

1851.						
Mar. 17	11	To Sundries, for cost of Ship . . . .	11	2000	0	0
21	12	Cash for Insurance . . . . .	12	50	0	0
		Robert Tyson, his account in Co., for } half share of gain . . . . . }		31	0	0
31		Profit and Loss, my half-share . . . .		31	0	0
				2112	0	0

Dr

## Robert Tyson, his Account in Co.

1851.						
Mar. 31		To Ship Albion in Co., his share remaining . . . .		1000	0	0
		Balance due to him . . . . .		31	0	0
				1031	0	0

Dr

## Voyage to Genoa.

1851.						
Mar. 18	11	To Sundries . . . . .	11	188	18	0
31		Profit and Loss, gained . . . . .		91	16	10
				280	14	10

## LEDGER.

(Folio 12).

Contra.				C'
1851.	Folio Jour.			
Mar. 26	12	By Robins & Co. . . .	2 hhds. . .	13
31		By Balance remaining	3 "	135 0 3
			—	—
			5	230 6 3
				—

Contra.				C'
1851.				
Mar. 21	12	By Cash, for Freight . . . .	12	112 0 0
31		Robert Tyson, his half share remaining		1000 0 0
		Balance, my half-share . . . .		1000 0 0
			—	—
			2112 0 0	—

Contra.				C'
1851.				
Mar. 17	11	By Ship Albion in Co., for his share of cost	11	1000 0 0
31		Ditto ditto, his share of gain	31	0 0
			—	—
			1031 0 0	—

Contra.				
1851.				
Mar. 25	12	By Carlini & Co., my Account Current	13	280 14 10
			—	—

Folio 18).

## LEDGER.

Dr

## Mattinson &amp; Co.'s Account of Goods.

	Folio Year.			Folio W.B.	£	s.	d.
1851.				13	30	16	0
Mar. 28	13	To Sundries . . . . .					
31		Balance due to them . . . . .		1124	4	0	
					1155	0	0

Dr

## Carlini &amp; Co., my Account Current.

1851.							
Mar. 25	12	To Voyage to Genoa . . . . .		13	280	14	10

It may be proper to observe that although the accounts in this Ledger are necessarily very short, yet in actual business they are frequently of considerable length, so long indeed that it occasionally happens that one pair of pages of the Ledger is insufficient, and the account has to be carried forward to another part of the book. Whenever this occurs it is necessary to add up both sides of the account, and write opposite the amounts "Carried forward" on the pages filled up, and "Brought forward" on the new pages, setting down on each the number of the folio on which the other part of the account is to be found, and affixing the number of the new folio to the Index.

## LEDGER.

(Folio 18).

Contra.							C <sup>r</sup>
1851.	Folio Jour.					Folio W.B.	£ s. d.
Mar. 19	11	By Cash, for their Port, 2 pipes	.	M	11	191 0 0	
25	12	Cash	"	8 "	12	764 0 0	
27	13	Cash	"	2 "	13	200 0 0	
				—		1155 0 0	
				12*			

Contra.							C <sup>r</sup>
1851.							
Mar. 27		13	By Bills Receivable	.	.	.	18 280 14 10

Before proceeding to the Balance Account on the next page, the learner is recommended to refer to the instructions on the seventh and two following pages, in order that he may be able to make out the Trial Balances for himself, and then proceed to form the General Balance, and to close the Ledger.

If he has adopted the advice above referred to, there can be little doubt that he is making satisfactory progress, for which he will, in due time, meet his reward; but if, on the other hand, he contents himself with merely *copying* the accounts, omitting to perform every calculation, to transfer every entry, and to make out every balance for himself, it is to be regretted that he is unfortunately wasting his time, and he may rest assured that he is *not* acquiring a knowledge of Book-keeping.

(Folio 14).

## LEDGER.

Dr

Balance.

1851.

Mar. 31

		Folio Ledger	£	s.	d.
To Cash in hand . . . . .		1	887	14	6
Sugar, 2 hhds. . . . .		3	57	8	0
Cloth, 90 pieces . . . . .		1	108	0	0
Bills Receivable, remaining . . . . .		2			
No. 1, on Williams & Co. . due April 7		—	34	2	4
2 Alston & Sons . . . . .	10	—	130	0	0
3 James Perkins . . . . .	12	—	260	14	0
4 Lawson & Co. . . . .	13	—	50	0	0
5 Davis, Pearce, & Co. . . . .	20	—	85	0	0
6 James Perkins . . . . .	25	—	100	0	0
7 Edmund Power . . . . .	30	—	184	8	0
8 Frank & Son . . . . .	8	}	60	0	0
drawn by Rd. Eames		—			
9 Matthew Taylor . . . . .	13	—	50	0	0
drawn by Rd. Eames		—			
10 Thomas Adams . . . . .	May 15	—	89	11	4
11 William Chapman . . . . .	23	—	168	0	0
12 Jamieson & Co. . . . .	4	}	127	10	0
drawn by Duprie & Co.		—			
13 Collini & Co. . . . .	16	—	93	0	0
14 Davis, Pearce, & Co. . June 15		—	123	6	8
15 Gamble & Co. . . . .	May 27	—	48	0	0
drawn by Alston & Sons		—			
16 Alston & Sons . . . . .	May 27	—	65	3	6
17 Marston & Co. . . . .	26	—	180	14	10
drawn by Carlin & Co.		—			
18 James Roach . . . . .	28	—	100	0	0
drawn by Carlin & Co.		—			
To James Perkins, due to me . . . . .		4	106	2	8
Chintz, 1 piece . . . . .		6	3	5	2
Wine, 1 pipe Madeira . . . . .		5	24	8	0
Robins & Co., due to me . . . . .		7	22	16	0
Joseph Duncan . . . . .		8	57	4	0
Wm. Chapman . . . . .		10	28	10	0
Candles, 40 doz. . . . .		11	16	0	0
Frederick Bond, due to me . . . . .		11	42	18	6
Tobacco, 3 hhds . . . . .		12	135	0	3
Ship Albion in Co., my half-share remaining		12	1000	0	0
		4444	17	9	

## LEDGER.

(Folio 14).

## Contra.

## C

1851.

		Folio in Ledger.	£	s.	d.
Mar. 31	By Stock, my present net property employed in trade . . . . .	1	1436	4	7
	Ashton & Co., due to them . . . . .	2	140	0	0
	Bills Payable remaining, my acceptances .	3			
	No. 1 to Thomas Hamer . . due April 6		310	0	0
	2 Easton & Co. . . . .		75	4	8
	3 Allanson Brothers . . . . .		192	0	0
	4 Edwin Parks . . . . .		726	18	0
	5 John Leman . . May 2		120	0	0
	6 Samuel Phillips . . . . .		250	0	0
	By London Assurance Company, due to them .	11	39	6	6
	Robert Tyson, his Acc. in Co., due to him .	12	31	0	0
	Mattinson & Co.'s Acc. of Goods, due to them	13	1124	4	0

Dr.

## TRIAL BALANCE.

Cr.

			JANUARY.								
£	s.	d.							£	s.	d.
600	2	0	.	.	.	Stock	.	.	3184	3	6
2259	1	8	.	.	.	Cash	.	.	617	2	6
800	0	0	.	.	.	Cloth	.	.	204	0	0
						Ashton & Co.	.	.	140	0	0
1890	8	4	.	.	.	Bills Receivable	.	.	150	10	0
480	0	0	.	.	.	Sugar	.	.	380	0	0
115	10	0	.	.	.	Bills Payable	.	.	1623	12	8
285	19	6	.	.	.	Tea	.	.	259	0	0
416	10	0	.	.	.	James Perkins	.	.	421	14	0
310	0	0	.	.	.	Linen	.	.	312	0	0
296	0	0	.	.	.	Cotton	.	.	120	0	0
726	18	0	.	.	.	Wine	.	.	220	0	0
75	4	8	.	.	.	Rum	.	.	25	0	0
32	12	0	.	.	.	Chintz	.	.	14	10	0
						Thomas Adams	.	.	32	12	0
52	16	0	.	.	.	Robins & Co.					
120	0	0	.	.	.	Russia Tallow.					
187	10	0	.	.	.	Cochineal.					
5	12	6	.	.	.	Profit and Loss.					
7654	4	8							7654	4	8

**D<sup>r</sup>**                    **TRIAL BALANCE.**                    **C<sup>r</sup>**

			FEBRUARY.				
£	s.	d.		£	s.	d.	
1221	16	0	. . . Stock	.			
752	4	10	. . . Cash	. . . . ,	1857	14	5
398	6	8	. . . Cloth	. . . . .	293	10	0
495	1	4	. . . Bills Receivable	. . . . .	200	0	0
143	10	0	. . . Sugar	. . . . .	127	10	0
84	0	0	. . . Bills Payable	. . . . .	250	0	0
70	10	0	. . . Tea	. . . . .	56	0	0
			. . . Linen	. . . . .	33	13	4
			. . . Cotton	. . . . .	181	10	0
			. . . Wine	. . . . .	444	0	0
			. . . Rum	. . . . .	74	0	0
			. . . Chintz	. . . . .	18	18	0
216	13	4	. . . Thomas Adams	. . . . .	89	11	4
			. . . Russia Tallow	. . . . .	135	8	0
157	4	0	. . . Joseph Duncan	. . . . .	100	0	0
6	6	11	. . . Profit and Loss				
185	0	0	. . . Muslin	. . . . .	24	10	0
22	12	0	. . . Evans & Hawkins				
93	0	0	. . . Collini & Co.				
40	0	0	. . . Candles				
8886	5	1			8886	5	1

<i>D<sup>r</sup></i>	<i>TRIAL BALANCE.</i>	<i>C<sup>r</sup></i>
<i>£ s. d.</i>	<i>MARCH.</i>	<i>£ s. d.</i>
1737 19 10	. . . Cash . . .	1386 14 11
	. . . Cloth . . .	142 0 0
610 5 0	. . . Bills Receivable . . .	189 14 0
	. . . Sugar . . .	63 0 0
	. . . Tea . . .	71 13 6
111 6 8	. . . James Perkins	
	. . . Wine . . .	52 18 0
104 0 0	. . . Thomas Adams . . .	198 10 0
	. . . Robins & Co. . .	30 0 0
	. . . Cochineal . . .	202 10 0
259 18 2	. . . Profit and Loss . . .	32 9 6
	. . . Muslin . . .	196 13 4
	. . . Evans & Hawkins . . .	22 12 0
	. . . Collini & Co. . .	93 0 0
28 10 0	. . . William Chapman	
	. . . Candles . . .	25 10 0
42 18 6	. . . Frederick Bond	
	. . . London Assurance Company . . .	39 6 6
225 0 5	. . . Tobacco . . .	95 6 0
2081 0 0	. . . Ship Albion in Co. . .	1112 0 0
1000 0 0	. . . Robt. Tyson his Acc. in Co. . .	1031 0 0
188 18 0	. . . Voyage to Genoa . . .	280 14 10
30 16 0	. . . Mattinson & Co. . .	1155 0 0
6420 12 7		6420 12 7

**CASH-BOOK.**

THIS is a book in which all Cash transactions are entered as they occur. It is kept in the form of a Debtor and Creditor account; all sums of money *received* being entered on the left hand or Dr side, and all sums *paid*, on the right hand or Cr side of the account. This book resembles the Waste-book, inasmuch as the latter is a record of *all* transactions in the way of business, while the former is a record of those transactions only in which *ready money* is concerned, each transaction being set down, whether in the Waste-book or the Cash-book, as soon as possible after its occurrence.

It must be understood that drafts, cheques, or any written orders for the payment of money, *on demand*, are to be considered as *Cash*.

The sums entered in the Cash-book may be added up weekly or monthly, and the amounts posted or transferred to the *Cash account* in the Ledger. The subtraction of the amount on the Cr side from that of the Dr side will show the Cash in hand. Thus, in the following Cash-book, the amounts are carried out at the end of each month; and on the 31st March the amount of Cash received during the three months is found to be £4749 6s. 4d., while the amount paid within the same period is £3861 11s. 10d. Hence, by subtracting this latter sum from the former, it is evident that the sum of £887 14s. 6d. is Cash in hand; which, being set down on the Cr side, will balance the book.

On closing the Ledger, the Cash in hand is placed to the credit side of the Cash account, and thus causes that account to balance.

Dr

## CASH BOOK.

1851.			Folio Jour.		Folio W.B.	£	s.	d.	£	s.	d.
Jan.	1	1	To Stock	.	1	1720	0	0			
	6	2	Tea	.	2	18	12	0			
	8	2	Tea	.	3	76	8	0			
	10	3	Dawson & Co.	.	3	27	1	8			
	20	4	Bills Receivable	.	4	150	10	0			
	21	4	Cloth	.	4	100	0	0			
	22	4	James Perkins	.	4	55	0	0			
	28	5	Sugar	.	5	62	10	0			
	30	5	Joseph Duncan	.	5	49	0	0			
									2259		
Feb.	4	6	Sundries	.	6	67	14	0			
	7	6	Evans & Hawkins	.	6	66	7	2			
	13	7	Wine	.	7	240	0	0			
	22	8	Joseph Duncan	.	8	100	0	0			
	24	8	Bills Receivable	.	8	200	0	0			
		8	Cloth	.	9	72	11	8			
	26	9	Willis & Stephens	.	9	5	12	0			
									752	4	10
Mar.	1	9	Robins & Co.	.	9	30	0	0			
	5	10	Thomas Adams	.	10	132	16	5			
	7	10	Evans & Hawkins	.	10	22	12	0			
	10	10	Cochineal	.	10	105	0	0			
	11	10	Bills Receivable	.	10	23	14	3			
	19	11	Mattinson & Co.'s Acct. of Goods	.	11	191	0	0			
	21	12	Ship Albion in Co., for Freight	.	12	112	0	0			
	22	12	Thomas Adams	.	12	62	15	0			
	25	12	Mattinson & Co.'s Acct. of Goods	.	12	764	0	0			
	27	13	Mattinson & Co.'s Acct. of Goods	.	13	200	0	0			
	29	13	Robins & Co.	.	13	94	2	2			
									17 3719	10	
									4749	6	

## CASH BOOK.

C

	Folio Jour.		Folio W.B.	£	s.	d.	£	s.	d.
1851.									
Jan. 3	2	By Cotton . . .	2	296	0	0			
8	2	Edmund Power . .	3	150	0	0			
10	3	Stock, for Horse & Harness	3	50	0	0			
18	4	Bills Payable . .	4	115	10	0			
31	5	Profit & Loss, for Count- ing-house Expenses }	5	5	12	6			
							617	2	6
Feb. 6	6	Stock, for 3 per cent. Red.	6	1167	0	0			
12	7	Bills Payable . .	7	84	0	0			
13	7	Stock, for Furniture . .	7	54	16	0			
15	7	Samuel Phillips . .	7	148	6	8			
18	8	Sundries . . .	8	399	0	0			
28	9	Profit & Loss, for Count- ing-house Expenses }	9	4	11	9			
							1857	14	5
Mar. 15	11	Tobacco . . .	11	225	0	5			
17	11	Ship Albion in Co., my share . . .	11	1000	0	0			
18	11	Voyage to Genoa, for Custom and Charges }	11	20	0	0			
21	12	Ship Albion in Co., for Insurance . . .	12	50	0	0			
28	13	Mattinson & Co.'s Acct. of Goods, for Ware- house-rent, Broker- age, &c. . .	13	1	18	6			
31	13	Profit & Loss, for Count- ing-house Charges, &c. }	14	89	16	0			
							1386	14	11
		Balance in hand . . .					887	14	6
							4749	6	4

## BOOK-KEEPING.

## BILLS

<i>Post Journal</i>	No.	From whom received.	By whom drawn.	On whom drawn.
1	45	Robert Simson . . .	Self, London . . .	Robert Simson, Derby . . .
1	46	Harris & Co. . . .	Harris & Co., York .	Johnson & Co., London . . .
1	47	Henry Wright . . .	Self, London . . .	Henry Wright, York . . .
2	1	Williams & Co. . . .	Self, London . . .	Williams & Co., Coventry . . .
2	2	Alston & Sons . . .	Self, London . . .	Alston & Sons, Liverpool . . .
2	3	James Perkins . . .	Self, London . . .	James Perkins, Leeds . . .
3	4	Dawson & Co. . . .	John Ware, Norwich .	Dawson & Co., Norwich . . .
3	5	Davis, Pearce, & Co. .	Self, London . . .	Davis, Pearce, & Co., Nottingham .
4	6	James Perkins . . .	Fenwick & Co., Leeds .	James Perkins, Leeds . . .
5	7	Edmund Power . . .	Summons & Co., Hull .	Edmund Power, Hull . . .
6	8	Richard Eames . . .	Richard Eames, Derby .	Franks & Son, Derby . . .
6	9	Ditto . . . . .	Ditto . . . ditto .	Matthew Taylor, Warwick . . .
7	10	Thomas Adams . . .	Howard & Son, London .	Thomas Adams, London . . .
8	11	William Chapman . . .	Self, London . . .	William Chapman, Halifax . . .
9	12	Duprie & Co. . . .	Duprie & Co., Quebec .	Jamieson & Co., London . . .
9	13	Collini & Co. . . .	Henry Marley, Naples .	Collini & Co., Naples . . .
10	14	Davis, Pearce, & Co. .	Thomas Pine, Nottingham .	Davis, Pearce, & Co., Nottingham .
12	15	Alston & Sons . . .	Alston & Sons, Liverpool .	Gamble & Co., London . . .
12	16	Ditto . . . . .	Forrester & Co., Liverpool .	Alston & Sons, Liverpool . . .
13	17	Carlini & Co. . . .	Paolo & Co., Genoa .	Marston & Co., London . . .
13	18	Ditto . . . . .	Ditto . . . ditto .	James Roach, London . . .

## RECEIVABLE.

To whom payable.	Where payable.	Date.	Term.	Due.	Amount.
		1850.		1851.	£ s. d.
Self . . .	Drummond's . . .	Oct. 17	3 months	Apr. 20	150 10 0
Harris & Co. .	Smith, Payne, & Co. .	Dec. 21	2 months	Feb. 24	200 0 0
Self . . .	Jones Lloyd, & Co. .	Dec. 7	3 months	Mar. 10	186 14 0
		1851.			
Self . . .	4, Cheapside . . .	Jan. 4	3 months	Apr. 7	34 2 4
Self . . .	Williams, Deacon, & Co. .	Jan. 7	3 months	Apr. 10	130 0 6
Self . . .	Smith, Payne, & Co. .	Jan. 9	3 months	Apr. 13	266 14 0
Self . . .	Smith, Payne, & Co. .	Jan. 10	3 months	Apr. 13	50 0 0
Self . . .	Jones, Lloyd, & Co. .	Jan. 17	3 months	Apr. 20	85 0 0
Self . . .	Smith, Payne, & Co. .	Jan. 22	3 months	Apr. 25	100 0 0
Self . . .	Smith, Payne, & Co. .	Jan. 27	3 months	Apr. 30	184 8 0
Walker & Co .	21, Strand . . .	Feb. 5	2 months	Apr. 8	60 0 0
Ditto . . .	Ditto . . .	Feb. 10	2 months	Apr. 13	50 0 0
Self . . .	Bank of England . . .	Feb. 12	3 months	May 15	89 11 4
Self . . .	Jones, Lloyd, & Co. .	Feb. 17	3 months	May 20	168 0 0
Self . . .	Ditto . . .	Feb. 27	3 months	May 2	127 10 0
Self . . .	Smith, Payne, & Co. .	Feb. 19	3 months	May 16	93 0 0
Bremner & Co .	Union Bank . . .	Mar. 12	3 months	June 15	123 6 8
Self . . .	Smith, Payne, & Co. .	Mar. 24	2 months	May 27	48 0 0
Self . . .	Ditto . . .	Mar. 24	2 months	May 27	65 3 6
Self . . .	Ditto . . .	Mar. 23	2 months	May 26	180 14 10
Self . . .	Ditto . . .	Mar. 27	2 months	May 28	100 0 0

## BILLS

Folio in Journal.	No.	By whom drawn.	Where drawn.	To whom payable.
1	32	Edward Jones .	London . .	Edward Jones .
1	33	Walters & Co. .	Manchester . .	Walters & Co. .
1	1	Thomas Hamer .	London . .	Thomas Hamer .
2	2	Easton & Co. .	Jamaica . .	Lawrence & Son .
3	3	Allanson, Brothers .	London . .	Brown & Co. .
4	4	Edwin Parks .	Hull . .	Edwin Parks .
5	5	Robert Stone .	London . .	John Lemm .
7	6	Samuel Phillips .	Gloucester . .	Hampden & Co. .

The nature and use of the Bills Receivable and Bills Payable Books will be sufficiently obvious to the learner, on inspection of these two specimens.

The reader will find another form of Bill-books at page 114.

## PAYABLE.

Date.	Term.	When accepted	Due.	Amount.	When paid.	To whom paid.
1850.		1850.	1851.		1851.	
Oct. 15	3 months	Oct. 15	Jan. 18	115 10 0	Jan. 18	Williams, Deacon, & Co.
Dec. 8	2 months	Dec. 8	Feb. 11	84 0 0	Feb. 12	Jones, Lloyd, & Co.
1851.		1851.				
Jan. 8	3 months	Jan. 3	Apr. 6	310 0 0		
Jan. 6	3 months	Jan. 6	Apr. 9	75 4 8		
Jan. 2	3 months	Jan. 11	Apr. 5	192 0 0		
Jan. 20	3 months	Jan. 20	Apr. 23	726 18 0		
Jan. 29	3 months	Jan. 29	May 2	120 0 0		
Feb. 15	3 months	Feb. 15	May 18	250 0 0		

The columns "When paid" and "To whom paid," on this page, are left blank opposite the last six bills, because they have not arrived at maturity on the 31st March, the day on which the books are closed.

## INVOICE-BOOK.

The Invoice-book contains copies of the Invoices sent off or received with all Goods shipped outwards or inwards. Sometimes two Invoice-books are kept, one called the Invoice-book Outward, the other the Invoice-book Inward.

The Invoice of Goods shipped outwards should be entered in the Invoice-book before the copy to be transmitted with the goods is made out.

In copying the record of transactions from the Waste-book, the learner will meet with a reference to the Invoice-book when any Goods are either shipped or received by ship. He must then turn to the printed Invoice-book, and copy the Invoice into his own Invoice-book, making all the necessary calculations before setting down the amounts.

## SALES-BOOK.

The Sales-book contains an account of the sales of all goods consigned to the Merchant to sell on Commission. The charges attending the sales, and the commission, are entered in the account, and their amount deducted from the selling price of the goods; the difference is the net proceeds.

Several other Books are frequently kept in a mercantile house, their number and character depending upon the nature of the business: such as Shipping-book, Account Current Book, Petty Cash Book, Letter-book, Memorandum-book, Wages-book, Warehouse-book, &c.

## INVOICE-BOOK (Folio 1).

London, January 6, 1851.

	Received from Easton & Co., Jamaica. as per Invoice.	
	4 puncheons Rum, marked and numbered as per margin, viz.:—	£ s. d.
V P 1	1 puncheon, containing 105 gallons	
2	1      "      "      109      "	
3	1      "      "      108      "	at 3/6 .
4	1      "      "      104      "	74 11 0
		426
	Wharfage and Cartage . . . .	13 8
		75 4 8

London, February 11, 1851.

	Invoice of Cotton, shipped on board the Atalanta, Soames, Master, for Naples, by order of Collini & Co., merchants there.	
C & Co. 1 a 3	3 bales Cotton, marked and numbered as per margin—	
	3 bales, at £30 10 per bale . . . .	91 10 0
	Packing and Cord . . . .	5 4
	Entry, Bills of Lading, Ship- ping charges, and Cartage } 1 4 8	
		1 10 0
		93 0

## INVOICE-BOOK (Folio 2).

London, February 1, 1851.

	Invoices of Sugar shipped on board the Europa, Wilson, Master, from Quebec, by order of Duprie & Co., merchants there.	
	Cwt. qrs. lb	£ s. d.
D & Co. 1 a 5	No. 1 . 9 2 14	
	2 . 9 2 0	
	3 . 9 1 10	
	4 . 9 1 16	.
	5 . 9 2 16	
	—	
	Gross . 47 2 0	
	Tare . 6 2 0	
	—	
	Net . 41 0 0 at £2 18/ per cwt. .	118 18 0
	Debenture entry . . . . .	5 8 0
	Wharfage, Cartage, and Bills of } Lading . . . . . } 2 8 6	
	Cost of Hogsheads . . . . .	15 6
	—	
		8 12 0
		—
		127 10 0
		—

## INVOICE-BOOK (Folio 3).

London, March 14, 1851.

	Received by the Rover, Edward Hamilton, Master, from Oporto, 12 pipes Port, as per Invoice, consigned to me by Mattinson & Co., merchants there, to sell on their account.	£ s. d.
M	4 pipes, marked 1 a 4, valued at £94 each . . .	376 0 0
M & Co.	6 pipes, marked 1 a 6 , , £95 each . . .	570 0 0
	2 pipes, marked 1 a 2 , , £94 10/ each . . .	189 0 0
		<hr/> 1135 0 0
	Account Sales of the above 12 pipes Port, ren- dered to Mattinson & Co., March 28.	•
1851.	Sold for Cash —	
Mar. 19	2 pipes, marked M & Co., at £95 10/ per pipe . . .	191 0 0
25	4 pipes, marked M, at £95 10/ per pipe . . .	382 0 0
	4 pipes, marked M & Co., at £95 10/ per pipe . . .	382 0 0
27	2 pipes, marked M, at £100 per pipe . . .	200 0 0
		<hr/> 1155 0 0
	Warehouse-rent, Brokerage, } Cartage, &c. . . . . } 1 18 6	
	Commission, 2½ per cent. . . . .	28 17 6
		<hr/> 30 16 0
		1124 4 0

## INVOICE-BOOK (Folio 4).

London, March 18, 1851.

	Invoice of Sundry Goods, shipped on board the Eagle, Philip Robinson, Master, to Genoa, consigned to Carlini & Co., merchants there, to sell on my account.	£ s. d.
N C	No. 1, 2—2 chests Bohemian, each 3 qrs. 10lb } valued at 5/- per lb. . . . }	47 0 0
N C	No. 3—1 pipe Madeira, valued at . . . .	24 8 0
N C	No. 4—1 bag Cochineal, weight 130lb, valued } at 15/- per lb . . . . }	97 10 0
	Custom and Charges . . . .	20 0 0
		188 18 0

## QUESTIONS

TO BE ANSWERED BY THE LEARNER.

What is the Ledger?

What do you understand by "posting accounts?"

Explain exactly how you would post the following Journal entry—

1851. March 8

Davis, Pearce, &amp; Co. D' to Sundries.

For Cloth, 2 pieces Broad, each 30 yards, at 24 . £72 0 0

Muslin, 20 pieces, each 28 yards, at 1/10 . 51 6 8

123 6 8

How would you make a Trial Balance?

Explain the method of forming the General Balance.

On opening an account for Balance, which accounts do you keep open till the others are balanced?

What is the Cash-book?

In what respect does it resemble the Waste-book?

Does it in any way bear a resemblance to the Ledger?

Define the Invoice-book and Sales-book.

**SINGLE ENTRY.**

THE Books necessary to be kept by the Retail Dealer or Trader are the following:

Day-book, or Goods Sold Book; Invoice-book, or Goods Bought Book; Cash-book; Ledger; Bill-book; Till, or Ready Money Book; Petty Cash Book; Wages-book; Petty Expense Book; Memorandum-book.

The Day-book contains a daily account of Goods sold, and to whom.

The Invoice-book contains an account of Goods bought, and from whom.

The Cash-book contains, on the *left hand*, or Dr side, an account of all Cash *received*, and on the *right hand*, or Cr side, an account of all Cash *paid*.

The Ledger contains a distinct Dr and Cr account for every person or company with whom the trader deals. The entries in it are taken from the Day-book, Invoice-book, Cash-book, and Bill-books; and are arranged in such a manner as to enable the trader to ascertain, by inspection, the amount due to him from any person or from him to any person, and also the total amount due from him, and the total amount due to him. In short, a proper system of Book-keeping will enable the trader, or any competent person who may inspect his books and stock, to ascertain, at any time, the state of his affairs.

Let it be supposed that the learner commences to keep the books of A. B., a person carrying on a General Business with a capital of £450, on the 1st January, 1851. On that day A. B. sells to Henry Simmonds 2 dozen of Sherry for £3 12s; this transaction is to be entered in the *Day-book*, and carried to Henry Simmonds's account in the *Ledger*. On

the same day A. B. buys of Warrington & Co. 2 dozen Port ; this is entered in the *Invoice-book*, and carried to Warrington & Co.'s account in the *Ledger*. A general Cash account is opened in the Cash-book, and this account is made Dr to A. B. for the amount of his capital, £450, and this sum being deposited in the Joint Stock Bank, the book-keeper writes on the Cr side of the Cash account, "By Joint Stock Bank, £450," and debits the Joint Stock Bank account in the *Ledger* with the same amount.

In a similar manner he enters the transactions of succeeding days, observing generally that Goods *Outwards* are entered in the *Day-book*; Goods *Inwards* in the *Invoice-book*; Cash *Outwards* on the Cr side, and Cash *Inwards* on the Dr side of the *Cash-book*, and that all are carried to their proper accounts in the *Ledger*.

Suppose that, on January 4th, this being the end of the week, the *Till-book* shows that Goods have been sold for ready money, amounting to £56 14s. 8d.; the book-keeper writes in the *Day book*, "Ready Money, Sundries as per *Till-book*, £56 14s. 8d.", carries it to the *Cash-book*, and to the Ready Money account in the *Ledger*.

Suppose that, on the same day, it appears by the *Petty Cash-book* that various small sums, amounting to £2 6s. 8d., have been paid for Petty Cash, and, by the *Wages-book* that £1 13s. 2d. has been paid for wages. These amounts are both carried to the *Invoice-book*, and to the Petty Cash and Wages accounts respectively in the *Ledger*.

In Cash payments, when small sums are allowed as discount or abatement, the Cash actually received or paid is entered in the regular column, and the small sum in a column to the left. These allowances must be carefully carried to the Profit and Loss account in the *Ledger*. See *Cash-book*, Jan. 8th, 14th, 22nd, and 23rd.

Suppose that, on Jan. 7th, A. B. gives his acceptance to

James Wharncliffe for £15 18s.; James Wharncliffe's account in the *Ledger* must be *debited* with this amount, and all the particulars of the Bill must be set down in the *Bills Payable Book*. If this Bill be made payable at A. B.'s bankers, and paid by them when due, the Joint Stock Bank account in the *Ledger* must be *credited* with the amount.

To balance any person's account in the *Ledger*. Add up the Dr<sup>r</sup> and Cr<sup>r</sup> sides respectively, and ascertain the *difference*. If the excess be on the Dr<sup>r</sup> side, write "By balance" on the Cr<sup>r</sup> side, set down the difference, and complete the additions. If the excess be on the Cr<sup>r</sup> side, write "To balance" on the Dr<sup>r</sup> side, and proceed as above directed. When "balance" is on the Cr<sup>r</sup> side, the person owes A. B. the *difference*; when "balance" is on the Dr<sup>r</sup> side, A. B. owes the person the *difference*.

To balance the *Ledger*. See Balance Account, folio 9 *Ledger*. Balance all the accounts, except those of Profit and Loss, and Stock, and set down, on the Dr<sup>r</sup> side of your Balance sheet, all the sums A. B. owes, including his own account, and the Bills Payable not yet due. Set down, on the Cr<sup>r</sup> side, all the sums owing to A. B., the cash on hand ascertained by balancing the *Cash* account, and the value of his Stock in Trade ascertained by taking Stock. Add up both sides, and ascertain the *difference*. If this *difference* be equal to the *Balance* or Net Profit of the Profit and Loss account, the *Ledger* balances.

In re-opening an account in the *Ledger*, the balance used for closing must be transferred to the opposite side of the *new account*.

We now proceed to the *Day-book*, in which we must enter the particulars of all goods *sold*, or parted with in barter or otherwise; this book being a complete account of all goods *outwards*.

The learner is recommended to perform all the calculations.

## DAY-BOOK (Folio 1).

Date or C. S.			£	s.	d.	£	s.	d.
	London, January 1, 1851.							
	Henry Simmonds.							
1	2 doz. Sherry . . . . .	36/	.	.	.	3	12	0
	2.							
	William Morton.							
1	28lb Loaf Sugar . . . . .	/6	.	.	.	14	0	
	3.							
	Joseph Salmon.							
1	4 doz. Mould Candles . . . . .	7/	.	.	.	1	8	0
	4.							
	Ready Money.							
7	Sundries, as per Till-book . . . . .		.	.	.	56	14	8
	7.							
	William Hawkins.							
1	2 yards Superfine Cloth . . . . .	17 6	1	15	0			
1	4 " Brown " . . . . .	16 6	1	13	0			
	9.					3	8	0
	Roberts & Son.							
1	1 gross Copy Books . . . . .	10 6	3	3	0			
	10 hundred Quills . . . . .	2 3	1	16	0			
	11.					4	19	0
	Samuel Davis.							
2	2 doz. Claret . . . . .	6 8	.	.	.	6	16	0
	12.							
	Ready Money.							
7	Sundries, as per Till-book . . . . .		.	.	.	63	11	4
	Carried forward					141	3	0

Folio is  
Ledger  
or C.B.

## DAY-BOOK (Folio 2).

London, January 13, 1851.

		£ s. d.	£ s. d.
	Brought forward	. . .	141 3 0
	Stephens & Co.		
2	8 yards Broad Cloth . . .	18/	7 4 0
	14. —————		
	John Evans.		
2	3 doz. Cotton Hose . . .	27/4	4 2 0
	15. —————		
	Thomas Wilson.		
2	5 tons Best Wallsend Coals . . .	25/6	6 7 6
	16. —————		
	Walter Benson.		
3	3 doz. Tea-spoons . . .	21/	3 3 0
	1 pair Candlesticks . . .	15 10 0	
	18. —————		18 13 0
	Ready Money.		
7	Sundries, as per Till-book . . .	. . .	61 14 7
	20. —————		
	William Jackson.		
1	1 Silver Watch . . .	1 5 0	
2	1 Gold Seal . . .	1 8 0	
	1 Gold Key . . .	6 6	
	21. —————		5 19 6
	Henry Simmonds.		
1	2 doz Port . . .	42/	4 4 0
	23. —————		
	John Phillipson.		
3	1 Large Pier Glass . . .	. . .	20 0 0
	Carried forward	. . .	269 7 7

S P E C I A L  L e g a c t o r	DAY-BOOK (Folio 3).		£ s. d.	£ s. d.
	London, January 24, 1851.			
	Brought forward		:	269 7 7
	Joshua Raymond.			
3	4 lb Green Tea . . . . .	4/6	18 0	
	12 lb Loaf Sugar . . . . .	/5	5 6	
	25. ——————			1 8 6
	Ready Money.			
7	Sundries, as per Till-book . . . . .		.	53 19 0
	29. ——————			
	Robert Tomlinson.			
8	3 gallons British Brandy . . . . .	21/	3 3 0	
	2 doz. Best Cognac . . . . .	60/	6 0 0	
	31. ——————			9 3 0
	Jonathan Winter.			
3	10 lb Cheshire Cheese . . . . .	/8	7 1	
	12 lb Cambridge Butter . . . . .	/11	11 0	
				18 1
				334 11 2

### QUESTIONS

TO BE ANSWERED BY THE LEARNER.

Name the books necessary to be used in Book keeping by Single Entry.

Explain the use of the Day-book. Why is it an *Outwards* book?

It is presumed that the learner performs for himself all the calculations of the prices of goods.

We next proceed to the Invoice-book, in which we must enter all goods *bought*, or received in barter or otherwise; this book being a complete account of all goods *Inwards*.

## INVOICE-BOOK (Folio 1).

Folio in Ledger		London, January 1, 1851.	£ s. d.	£ s. d.
		Warrington & Co.		
4	2 doz. Port . . . . .	39/6	.	3 19 0
	2.			
	James Wharncliffe.			
4	40 lb Cheshire Cheese . . . . .	/6	.	1 1 8
	4.			
	Dawkins & Co.			
4	3 tons Soap . . . . .	£42 10/	127 10 0	.
	50 doz. Candles . . . . .	6/	15 0 0	
				142 10 0
	Walton & Co.			
7	6 Mahogany Chairs . . . . .	.	.	9 13 6
	Petty Cash.			
7	Sundries . . . . .	.	.	2 6 8
	Wages.			
8	Work . . . . .	.	.	1 13 2
	7.			
	Joseph Edmunds.			
4	20 yards Superfine Cloth . . . . .	15/	15 0 0	
14	," Broad . . . . .	16/	8 0 0	
				23 0 0
	10.			
	D' Profit and Loss to Joint Stock			
	Bank Cr			
5				
6	Discount on Bill . . . . .	1 5 0		
	Carried forward	.		184 4 0

Folio in Ledger.	INVOICE-BOOK (Folio 2).			
	London, January 11, 1851.	£	s.	d.
	Brought forward	.	184	4 0
	Petty Cash.			
7	Sundries . . . . .	.	2	19 4
	Wages.			
8	Work . . . . .	.	2	11 0
	13. ——————			
	J. Soames & Co.			
5	8 tons Wallsend Coals . . . . .	22/6		9 0 0
	15. ——————			
	William Clarke.			
5	5 doz. Claret . . . . .	64/		16 0 0
	16. ——————			
	Harris & Co.			
5	80 pieces Irish Cloth, each 24 yds. . . . .	10/6	15	15 0
	50 doz Grey Hose . . . . .	4/6	11	5 0
	18. ——————			27 0 0
	Petty Cash.			
7	Sundries . . . . .	.	2	3 6
	Wages.			
8	Work . . . . .	.	1	16 0
	20. ——————			
	Willan & Sons.			
6	10 doz. Madeira . . . . .	17/	8	10 0
	12 doz. Port . . . . .	41/	24	10 0
	83 2 0			
	Carried forward	.	278	15 10

Folio in Ledger.	INVOICE-BOOK (Folio 8).	£	s.	d.	£	s.	d.	
	London, January 23, 1851.							
	Brought forward	.			278	15	10	
5	D <sup>r</sup> Profit and Loss to Joint Stock							
	Bank Cr							
6	Discount on Bill . . . . .	2	7	6				
	25.							
	Peter Johnson.							
6	1 gross Copy Books . . . . .	8	/		.	5	2	0
	Petty Cash.							
7	Sundries . . . . .	.			.	1	12	4
	Wages.							
8	Work . . . . .	.			.	2	4	0
	30.							
	Robert Dawes.							
6	25 doz. Bottles . . . . .	6	/		.	7	10	0
						295	4	2

We will now proceed to the Cash-book, entering all sums *received*, with the name of the person or firm from whom or on whose account they are received, on the left-hand or *Dr side*; and all sums *paid*, with the name of the person or firm or the account on which they are paid, on the right-hand or *C<sup>r</sup> side*. This book is a complete Dr and Cr account of all ready money *inwards* and *outwards*.

## CASH-BOOK.

Dr		Cash.								
Folio in Ledger.		January, 1851.			£	s.	d.	£	s.	d.
		To A. B.	. . .	. . .						
1	7	To A. B.	. . .	. . .	. . .	. . .	. . .	450	0	0
2	2	Stephens & Co.	. . .	. . .	. . .	. . .	. . .	5	0	0
3	4	Joseph Edmonds	. . .	. . .	. . .	. . .	. . .	12	6	8
4	7	Ready Money	. . .	. . .	. . .	. . .	. . .	56	14	8
6	1	William Morton	. . .	. . .	. . .	. . .	. . .	14	0	0
8	6	Joint Stock Bank	. . .	. . .	. . .	. . .	. . .	25	0	0
10	3	Robert Tomlinson	. . .	. . .	. . .	. . .	. . .	3	5	0
11	7	Ready Money	. . .	. . .	. . .	. . .	. . .	63	11	4
14	2	Thomas Wilson	. . .	. . .	. . .	4	0	4	4	0
16	6	Joint Stock Bank	. . .	. . .	. . .	. . .	. . .	50	0	0
17	2	Samuel Davis	. . .	. . .	. . .	. . .	. . .	3	3	0
18	7	Ready Money	. . .	. . .	. . .	. . .	. . .	61	14	7
21	3	Walter Benson	. . .	. . .	. . .	. . .	. . .	10	0	0
23	4	James Wharncliffe	. . .	. . .	. . .	. . .	8	4	15	8
24	1	Roberts & Son	. . .	. . .	. . .	. . .	. . .	4	19	0
25	7	Ready Money	. . .	. . .	. . .	. . .	. . .	53	19	0
27	3	Robert Tomlinson	. . .	. . .	. . .	. . .	. . .	5	18	0
28	2	Stephens & Co.	. . .	. . .	. . .	. . .	. . .	2	4	0
29	3	John Phillipson	. . .	. . .	. . .	. . .	. . .	20	0	0
30	3	Joshua Raymond	. . .	. . .	. . .	. . .	. . .	1	3	6
31	6	Joint Stock Bank	. . .	. . .	. . .	. . .	. . .	35	0	0
	5	Profit and Loss	. . .	. . .	}	}	}	5	0	0
		Discounts and Abatements	. . .	. . .						
								4	8	

## CASH-BOOK.

## Contra.

## C'

Folio in Ledger.	January, 1851.			Contra.			C'		
	1	6	By Joint Stock Bank . . . . .	£	s.	d.	£	s.	d.
2	4	Dawkins & Co. . . . .	.	.	.	.	50	0	0
4	7	Petty Cash, Sundries . . . . .	.	.	.	.	2	6	8
	8	Wages . . . . .	.	.	.	.	1	13	2
6	6	Joint Stock Bank . . . . .	.	.	.	.	48	0	0
7	4	Joseph Edmonds . . . . .	.	.	.	.	10	0	0
8	4	Dawkins & Co. . . . .	.	.	.	1 6	15	0	0
10	4	Warrington & Co. . . . .	.	.	.	.	3	19	0
	7	A. B. . . . .	.	.	.	.	10	0	0
11	8	Trade Charges, Sundries . . . . .	.	.	.	.	15	6	
	6	Joint Stock Bank . . . . .	.	.	.	.	50	0	0
	7	Petty Cash, Sundries . . . . .	.	.	.	.	2	19	4
	8	Wages . . . . .	.	.	.	.	2	11	0
16	4	Joseph Edmunds . . . . .	.	.	.	.	18	0	0
18	5	Harris & Co. . . . .	.	.	.	.	15	10	0
	7	Petty Cash, Sundries . . . . .	.	.	.	.	2	3	6
	8	Wages . . . . .	.	.	.	.	1	16	0
	3	John Phillipson . . . . .	.	.	.	.	12	6	4
	6	Joint Stock Bank . . . . .	.	.	.	.	10	5	0
	8	Trade Charges, Sundries . . . . .	.	.	.	.	1	17	0
22	7	Walton & Co. . . . .	.	.	.	3 6	9	10	0
24	5	J. Soames & Co. . . . .	.	.	.	.	5	0	0
25	7	Petty Cash, Sundries . . . . .	.	.	.	.	1	12	4
	7	A. B. . . . .	.	.	.	.	10	0	0
	8	Wages . . . . .	.	.	.	.	2	4	0
27	6	Joint Stock Bank . . . . .	.	.	.	.	20	0	0
28	5	Harris & Co. . . . .	.	.	.	.	5	10	0
29	5	William Clarke . . . . .	.	.	.	.	10	15	0
31	6	Joint Stock Bank . . . . .	.	.	.	.	100	0	0
	5	Profit and Loss . . . . .	.	.	.	4 8			
		Discounts and Abatements . . . . .	.	.	.	5 0			
		Balance . . . . .	.	.	.	4 18 7			
						874 2 1			

## QUESTIONS

### TO BE ANSWERED BY THE LEARNER.

Explain the difference between the Invoice-book and the Day-book.

What is the use of the Cash-book?

What sums are entered on the right-hand side, and what on the left-hand side of the Cash-book?

Write down the name of the book in which you would enter each of the following transactions, and write the entries exactly as they should appear in the book.

On the 3rd February, 1851, I bought of Mr. Henry Harper, on credit, 9 doz. Fur Caps, at 1s. 2d. each.

On the 4th, I sold, for ready money, 14 Cheeses, weighing 1 cwt. 2 qrs. 8 lb, at 6 $\frac{1}{2}$  per lb.

On the 6th I sold Messrs. Marston & Howard, on credit, 7 $\frac{1}{2}$  gallons of Sperm Oil, at 10 $\frac{1}{2}$  per pint.

On the 7th, I bought for ready money, 10 dozen plated Forks, at 23s. 3d. per dozen.

On the 8th, having occasion to pay certain house-keeping expenses, I drew a cheque on the Joint Stock Bank for £10.

On the 10th, I gave my acceptance for £45, at 2 months, to Joseph Haynes, he having drawn the bill the same day, and I having made it payable at the Joint Stock Bank.

On the 15th, I find by the Till book, that I have received, in ready money, for goods sold during the week, the sum of £37 16s. 4d.

On the same day, I paid for wages the sum of £2 4s. 8d.

We must now proceed to the Ledger, into which the various transactions recorded in the preceding books must be transferred under distinct and proper heads; this operation is termed *posting*. Every account opened in the Ledger must have a D<sup>r</sup> and a C<sup>r</sup> side, and a reference must be made to it in the Index.

In the following Ledger the accounts are necessarily very short; in actual business a single account will frequently occupy an entire folio, and sometimes much more. The learner is recommended to endeavour to put the entries in the preceding books for himself, referring to the printed Ledger only when he is in doubt or uncertainty.

## INDEX TO LEDGER.

A. B.	Fol.	C. D.	Fol.
A. B.'s Account . . . .	7	Clarke, William . . . .	5
Benton, Walter . . . .	3	Davis, Samuel . . . .	2
Balance Sheet . . . .	7	Dawkins & Co. . . .	4
		Dawes, Robert . . . .	6
E. F.		G. H.	
Evans, John . . . .	2		.
Edmonds, Joseph . . . .	4	Hawkins, William . . . .	1
		Harris & Co. . . .	5
I. J. K.		L. M.	
Jackson, William . . . .	2		
Johnson, Peter . . . .	6	Morton, William . . . .	1
Joint Stock Bank . . . .	6		
N. O.		P. Q.	
		Phillipson, John . . . .	8
		Profit and Loss . . . .	5
		Petty Cash . . . .	7
R. S.		T. U. V.	
Roberts & Son . . . .	1	Tomlinson, Robert . . . .	3
Raymond, Joshua . . . .	3	Trade Charges . . . .	8
Ready Money . . . .	7		
Simmonds, Henry . . . .	1		
Salmon, Joseph . . . .	1		
Stephens & Co. . . .	2		
Sommes & Co., J. . . .	5		
Stock Account . . . .	8		
W. X.		Y. Z.	
Wilson, Thomas . . . .	2		
Winter, Jonathan . . . .	3		
Warrington & Co. . . .	4		
Wharncliffe, James . . . .	4		
Willan & Sons . . . .	6		
Walton & Co. . . .	7		
Wages . . . .	8		

(Folio 1).

## LEDGER.

Dr

Henry Simmonds.

			Folio D. B. or C. B.	£	s.	d.
1851.						
Jan. 1	To Goods . . . . .		1		8	12 0
21	Ditto . . . . .		2		4	4 0
					7	16 0

Dr

William Morton.

1851.					
Jan. 2	To Goods . . . . .		1		14 0

Dr

Joseph Salmon.

1851.					
Jan. 3	To Goods . . . . .		1		1 8 0

Dr

William Hawkins.

1851.					
Jan. 7	To Goods . . . . .		1		3 8 0

Dr

Roberts &amp; Son.

1851.					
Jan. 9	To Goods . . . . .		1		4 19 0

## LEDGER.

(Folio 1).

	Contra.	C
1851. Jan. 31	By Balance * . . . .	Folio D. B. or C. B. £ s. d. 7 16 0

	Contra.	C
1851. Jan. 6	By Cash . . . . .	1 14 . 0

	Contra.	C
1851. Jan. 31	By Balance . . . . .	1 1 8 0

	Contra.	C
1851. Jan. 31	By Balance . . . . .	3 8 0

	Contra.	C
1851. Jan. 24	By Cash . . . . .	1 4 19 0

\* In actual business it is not necessary to balance accounts at the end of each month. The accounts here are all balanced in order to show how to form the General Balance Account, and balance the Ledger.

(Folio 2).

## LEDGER.

Dr

Samuel Davis.

1851.			Folio D. B. or C. B.	£ s. d.
Jan. 11	To Goods . . . . .		1	6 16 0
				6 16 0

Dr

Stephens &amp; Co.

1851.			2	7 4 0
Jan. 13	To Goods . . . . .		2	7 4 0
				7 4 0

Dr

John Evans.

1851.			2	4 2 0
Jan. 14	To Goods . . . . .		2	4 2 0
				4 2 0

Dr

Thomas Wilson.

1851.			2	6 7 6
Jan. 15	To Goods . . . . .		2	6 7 6
				6 7 6

Dr

William Jackson.

1851.			2	5 19 6
Jan. 20	To Goods . . . . .		2	5 19 6
				5 19 6

## LEDGER.

(Folio 2).

Contra.						C'
						Folio D. B. or C. B.
1851.						£ s. d.
Jan. 17	By Cash . . . . .				1	8 8 0
31	Balance . . . . .					3 13 0
						6 16 0

Contra.						C'
1851.						
Jan. 2	By Cash . . . . .				1	5 0 0
28	Ditto . . . . .				1	2 4 0
						7 4 0

Contra.						C'
1851.						
Jan. 31	By Balance . . . . .					4 2 0

Contra.						C'
1851.						
Jan. 14	By Cash . . . . .				1	4 4 0
	Discount . . . . .					4 0
31	Balance . . . . .					1 19 0
						6 7 6

Contra.						C'
1851.						
Jan. 31	By Balance . . . . .					5 19 6

(Folio 8).

## LEDGER.

*D'*

Walter Benson.

		Folio D. B. or C. B.	<i>£ s. d.</i>
1851.			
Jan. 16	To Goods . . . . .	2	18 18 0
			18 18 0

*D'*

John Phillipson.

1851.			
Jan. 18	To Cash . . . . .	1	12 6 4
25	Goods . . . . .	2	20 0 0
			32 6 4

*D'*

Joshua Raymond.

1851.			
Jan. 24	To Goods . . . . .	3	1 3 6

*D'*

Robert Tomlinson.

1851.			
Jan. 29	To Goods . . . . .	3	9 3 0
			9 3 0

*D'*

Jonathan Winter.

1851.			
Jan. 31	To Goods . . . . .	8	18 1

## LEDGER.

(Folio 8).

	Contra.	Cr
	Folio D. B. or C. B.	£ s. d.
1851.		
Jan. 21	By Cash . . . . .	1
31	Acceptance . . . . .	
		10 0 0
		8 13 0
		18 18 0

	Contra.	Cr
		£
1851.		
Jan. 29	By Cash . . . . .	1
31	Balance . . . . .	
		20 0 0
		12 6 4
		32 6 4

	Contra	Cr
		£
1851.		
Jan. 30	By Cash . . . . .	1
		1 8 6

	Contra.	Cr
		£
1851.		
Jan. 10	By Cash . . . . .	1
27	Ditto . . . . .	1
		3 5 0
		5 18 0
		9 3 0

	Contra.	Cr
		£
1851.		
Jan. 31	By Balance . . . . .	18 1

(Police 4).

**LEDGER.**

D'

**Warrington & Co.**

		Patio D.B. or C.B.	£	s.	d.
1851. Jan. 10	To Cash . . . . .	1	3	19	0

D<sup>+</sup>

James Wharncliffe.

1851. Jan. 7	To Acceptance . . . . . Abatement . . . . .		15 18 0 8
			15 18 8

74

Dawkins & Co.

1851.							
Jan. 2	To Cash . . . . .				1	50	0 0
8	Ditto . . . . .				1	15	0 0
	Abatement . . . . .					1	6
	Acceptance . . . . .					77	8 6
						142	10 0

D

Joseph Edmonds.

## LEDGER.

(Folio 4).

Contra.						C'
1851.						Folio D.B. or C.B.
Jan. 1	By Goods . . . . .				1	£ s. d. 3 19 0 —

Contra.						C'
1851.						
Jan. 2	By Goods . . . . .				1	1 1 8
23	Cash . . . . .				1	4 15 3
31	Balance . . . . .					10 1 4 —
						15 18 8

Contra.						C'
1851.						
Jan. 4.	By Goods . . . . .				1	142 10 0 — 142 10 3

Contra.						C'
1851.						
Jan. 3	By Cash . . . . .				1	12 6 8
7	Goods . . . . .				1	23 0 0 — 35 6 8

(Folio 5).

## LEDGER.

## Profit and Loss.

		Folio D.B. or C.B.	£	s.	d.
1851.					
Jan. 10	To Discount, Joint Stock Bank . . .	1	1	5	0
14	Discount, allowed Thomas Wilson . . .	2		4	0
23	Discount, Joint Stock Bank . . .	2	2	7	6
31	Trade Charges . . . . .		2	12	6
	Net Profit . . . . .		80	15	8
			87	4	8

## J. Soames &amp; Co.

			1	5	0
1851.					
Jan. 24	To Cash . . . . .		1	5	0
31	Balance . . . . .			4	0
				9	0

Dr

## William Clarke.

			1	10	15	0
1851.						
Jan. 29	To Cash . . . . .		1	5	5	0
31	Balance . . . . .			16	0	0

Dr

## Harris &amp; Co.

			1	15	10	0
1851.						
Jan. 18	To Cash . . . . .		1	5	10	0
28	Ditto . . . . .			6	0	0
31	Balance . . . . .			27	0	0

## LEDGER.

(Folio 5).

	Contra.	C'
	Folio D.B. or C.B.	£ s. d.
1851.		
Jan. 8	By Abatement, Dawkins & Co. . . . .	1
22	Discount, Walton & Co. . . . .	1
23	Abatement, James Wharncliffe . . . . .	1
81	Stock Account . . . . .	86 19 0
		87 4 8

	Contra.	C'
1851.		
Jan. 13	By Goods . . . . .	2
		9 0 0
		9 0 0

	Contra.	C'
1851.		
Jan. 15	By Goods . . . . .	2
		16 0 0
		16 0 0

	Contra.	C'
1851.		
Jan. 16	By Goods . . . . .	2
		27 0 0
		27 0 0

(Folio 6).

## LEDGER.

*D'*

Willan &amp; Sons.

			Folio D.B. or C.B.	£	s.	d.
1851. Jan. 21	To Acceptance . . . . .			33	2	0

*D'*

Peter Johnson.

1851. Jan. 31	To Balance . . . . .			5	2	0
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*D'*

Robert Dawes.

1851. Jan. 31	To Balance . . . . .			7	10	0
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*D'*

Joint Stock Bank.

1851. Jan. 1	To Cash . . . . .	1	450	0	0
6	Ditto . . . . .	1	48	0	0
11	Ditto . . . . .	1	50	0	0
18	Ditto . . . . .	1	10	5	0
27	Ditto . . . . .	1	20	0	0
31	Ditto . . . . .	1	100	0	0
	Bill . . . . .		8	13	0
			686	18	0

## LEDGER.

(Folio 6).

	Contra.	C <sup>r</sup>
	Folio D.B. or C.B.	£ s. d.
1851. Jan. 20	By Goods . . . . .	2      33 2 0

	Contra.	C <sup>r</sup>
1851. Jan. 25	By Goods . . . . .	8      5 2 0

	Contra.	C <sup>r</sup>
1851. Jan. 30	By Goods . . . . .	3      7 10 0

	Contra.	C <sup>r</sup>
1851. Jan. 8	By Cash . . . . .	1      25 0 0
16	Cash . . . . .	1      50 0 0
31	Cash . . . . .	1      85 0 0
10	Discount . . . . .	1 5 0
28	Discount . . . . .	2 7 6
31	Balance . . . . .	573 5 6
		686 18 0

(Folio 7).

## LEDGER.

Dr

Walton &amp; Co.

		Folio D.B. or C.B.	£	s.	d.
1851.					
Jan. 22	To Cash . . . . .	1	9	10	0
	Discount . . . . .		8	6	
			9	18	6

Dr

A. B.

			£	s.	d.
1851.					
Jan. 10	To Cash . . . . .	1	10	0	0
25	Ditto . . . . .	1	10	0	0
31	Balance . . . . .		510	15	8
			530	15	8

Dr

Ready Money.

			£	s.	d.
1851.					
Jan. 4	To Goods . . . . .	1	56	14	8
11	Ditto . . . . .	1	63	11	4
18	Ditto . . . . .	2	61	14	7
25	Ditto . . . . .	3	53	19	0
			235	19	7

Dr

Petty Cash.

			£	s.	d.
1851.					
Jan. 4	To Cash . . . . .	1	2	6	8
11	Ditto . . . . .	1	2	19	4
18	Ditto . . . . .	1	2	8	6
25	Ditto . . . . .	1	1	12	4
			9	1	10

## LEDGER.

(Folio 7).

	Contra.	C <sup>r</sup>
1851. Jan. 4	By Goods . . . . .	Folio D.B. or C.B. 1  <b>£ s. d.</b> 9 18 6 <hr/> 9 18 6

	Contra.	C <sup>r</sup>
1851. Jan. 1 31	By Cash . . . . . Net Profit . . . . .	1  <b>£ s. d.</b> 450 0 0 80 15 8 <hr/> 530 15 8

	Contra.	C <sup>r</sup>
1851. Jan. 4 11 18 25	By Cash . . . . . Ditto . . . . . Ditto . . . . . Ditto . . . . .	1  <b>£ s. d.</b> 56 14 8 63 11 4 61 14 7 53 10 0 <hr/> 285 19 7

	Contra.	C <sup>r</sup>
1851. Jan. 31	By Goods . . . . .	9 1 10 <hr/> 9 1 10

(Folio 8).

## LEDGER.

*D'*

## Wages.

1851.			Folio D.B. or C.B.	£ s. d.
Jan.	4	To Cash . . . . .	1	1 18 2
	11	Ditto . . . . .	1	2 11 0
	18	Ditto . . . . .	1	1 16 0
	25	Ditto . . . . .	1	2 4 0
				8 4 2

*D'*

## Trade Charges.

1851.				
Jan.	11	To Cash, Sundries . . . . .	1	15 6
	18	Ditto . . . . .	1	1 17 0
				2 12 6

*D'*

## Stock.

1851.				
Jan.	31	To Goods Bought . . . . .		295 4 2
		*Profit and Loss . . . . .		86 19 0
				382 3 2

This is carried to the credit of the Profit and Loss account.

## LEDGER.

(Folio 8).

		Contra.	C <sup>r</sup>
1851.	Jan. 31	Folio D.B. or C.B.	£ s. d.
	By Work . . . . .		8 4 2
			8 4 2

		Contra.	C <sup>r</sup>
1851.	Jan. 31		
	By Profit and Loss . . . . .		2 12 6
			2 12 6

		Contra.	C <sup>r</sup>
1851.	Jan. 31		
	By Goods Sold . . . . .		384 11 2
	*Stock of Goods and Materials . . .		47 12 0
			382 3 2

\* This must be ascertained by "Taking Stock."

(Folio 9).

## LEDGER.

<i>D'</i>	Balance.	Folio in Ledger.	£	s.	d.
1851.					
Jan. 31	To Joseph Edmonds . . . . .	4	12	6	8
	J. Soames & Co. . . . .	5	4	0	0
	William Clarke . . . . .	5	5	5	0
	Harris & Co. . . . .	5	6	0	0
	Peter Johnson . . . . .	6	5	2	0
	Robert Dawes . . . . .	6	7	10	0
	*A. B. . . . .	7	430*	0	0
	Bills Payable . . . . .		126	8	6
	Balance (Net Profit) . . . . .		80	15	8
			677	7	10

\* This sum is the difference between £450 with which A.B.'s account is credited, and the £20 which he is supposed to have withdrawn, for his own use, in two sums of £10 each.

## LEDGER.

(Folio 9).

	Contra.	C
1851.		Folio in Ledger.
Jan. 31	By Henry Simmonds . . . .	1 7 16 0
	Joseph Salmon . . . .	1 1 8 0
	William Hawkins . . . .	1 3 8 0
	Samuel Davis . . . .	2 3 13 0
	John Evans . . . .	2 4 2 0
	Thomas Wilson . . . .	2 1 19 6
	William Jackson . . . .	2 5 19 6
	John Phillipson . . . .	3 12 6 4
	Jonathan Winter . . . .	3 18 1
	James Wharncliffe . . . .	4 10 1 4
	Joint Stock Bank . . . .	6 573 5 6
	Cash on hand . . . .	4 18 7
	Stock and Materials . . . .	47 12 0
		677 7 10

The Bills Receivable Book and Bills Payable Book will be readily understood by inspecting the specimens on the two succeeding pages.

## BILLS

Folio in Ledger.	No.	By whom drawn.	Where drawn.	To whom payable.
4	1	James Wharncliffe .	London . . .	Order . . . .
4	2	Dawkins & Co. . .	London . . .	Order . . . .
6	3	Willan & Sons . .	Deptford . .	Order . . . .

## BILLS

Folio in Ledger.	No.	When and from whom received.	By whom drawn.	On whom drawn.
3	9	Jan. 31. Walter Benson	A. B. . . .	Walter Benson .

Bills of Exchange are either Foreign or Inland. Foreign Bills are such as are drawn, or payable, or both, abroad, or drawn in one realm of the United Kingdom, and payable in another. Bills drawn in England, and payable in Scotland or Ireland, are considered as Foreign.

Inland Bills, with which the retail trader has most to do, are such as are both drawn and payable in England, in Scotland, or in Ireland.

A Bill or Promissory Note, for any sum not less than Two Pounds, must be upon a proper stamp.

## PAYABLE.

Date.	Time	Amount.	Due.												To whom paid.	Folio in Ledger.
			Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.		
Jan. 7	3 mo.	15 18 0			10											
Jan. 8	2 mo.	77 8 6		11												
		*														
Jan. 21	4 mo.	33 2 0			24											

## RECEIVABLE.

Where payable.	Date.	Time	Due.	Amount.	When and where disposed of.	Folio in Ledger.
Smith, Payne, & Co.	Jan. 31	2 mo.	Apr. 3	£ s. d. 8 18 0	Jan. 31. Joint Stock Bank	6

A Bill or Promissory Note, or an indorsement and acceptance, by one partner in a company, will in general bind all, and a Note by one, importing to be for all, may bind the partnership, even though it commence with the words 'I promise.'

Bills and Notes are not negotiable unless payable to Order or Bearer.

With respect to Bills payable in England, the word *month* always means *calendar month*.

The reader will find some information on Bills at page 122.

## COMMERCIAL TERMS.

English.	French.	Italian.	German.
Acceptance	Acceptation	Accettazione	Annahme
	The act of accepting a bill, that is, of writing across it the word "Accepted," and subjoining the signature.		
Accountant	Compteur	Arimmetico	Rechner
	One who arranges, revises, and corrects accounts.		
Agent or Factor	Agent	Agente	Agent
	One who transacts business for another.		
Arbitration	Arbitrage	Arbitrato	Entscheidung
	The settling of a dispute by reference to the decision of some disinterested person or persons.		
Auction	Encan	Incanto	Versteigerung
	A public sale of goods or merchandise.		
Banker	Banquier	Banchiere	Geldwechsler
	One who keeps a banking-house.		
Bankrupt	Banqueroutier	Mercante fallito	Bankerutt
	A merchant or trader who cannot pay all he owes, and against whom a commission of bankruptcy is issued.		
Barter	Troc	Baratto	Tausch
	The exchanging of one kind of merchandise for another.		
Broker	Courtier	Rigattiere	Mäkler
	One who buys and sells goods, stock, shares, &c., for others. Brokers are usually paid a per-centge on the value of the property bought or sold.		

English.	French.	Italian.	German.
Cashier	Caissier	Cassiere	Kassirer
A clerk whose duty it is to attend to the payment of money.			
Cocket	Permis de donane	Licenza della dogana	Zollsiegel
A warrant of the Custom-house, showing that the duty on goods entered has been paid.			
Consignment	Consignation	Consegnazione	Uebermach- ung
The delivering of goods to the care of an agent.			
Contract	Convention	Contratto	Vertrag
An agreement or engagement between two or more persons.			
Convoy	Convoi, escorte	Convoglio, scorta	Bedeckung
A guard of war-ships to protect other vessels.			
Creditor	Créancier	Creditore	Gläubiger
One to whom something is due.			
Custom-house	La douane	La dogana	Zollhaus
An office for the payment of duties on goods exported or imported.			
Debtor	Debiteur	Debitore	Schuldner
One who owes something.			
Discount	Escompte	Sconto	Abrechnung, abzug
An allowance or deduction for payment of money before it is due.			
Merchants generally deduct the interest for the time.			
Duty	Droit	Dazio	Zoll, Taxe
A tax on goods exported or imported.			

English.	French.	Italian.	German.
Exchange	Change, La bourse	La borsa	Börse, Wechselbank
			A place for the public transaction of mercantile business.
Excise	Accise	Tassa	Accise
			An inland tax.
Factor	Agent	Agente	Agent
			One who transacts business for others.
Freight	Fret	Nolo, noleggio	Fracht, Ladung
			Goods carried by ship. Money paid for carrying goods by ship.
Guarantee	Garantie	Guarentia	Bürgschaft
			A security. An undertaking to see contracts performed.
Importation	Importation	Entrata di robe	Einfuhr
			Bringing goods into a country from abroad.
Impost	Impôt	Imposta	Impost
			Duty on imported goods.
Inventory	Inventaire	Inventario	Inventarium
			A list of effects.
Journal	Journal	Giornale	Tagebuch
			See Book-keeping by Double Entry, page 24.
Loan	Prêt, emprunt	Prestito	Anleihe
			A sum of money or any property lent or borrowed.
Mart	Marché	Fiera, mercato	Markt
			A market, fair, or place of public business.
Merchant	Négociant	Mercante, mercatante	Kaufmann
			One who carries on a wholesale business.

English.	French.	Italian.	German.
Mortgage	Hypothèque	Ipoteca	Hypothek
	A security which pledges houses, lands, or other property for the repayment of a loan with interest. The lender is the <i>Mortgagor</i> , the borrower the <i>Mortgagor</i> .		
Notary Public   Notaire		Notario	Notarius
	An officer who notes or protests bills, notes, or drafts, when refused acceptance or payment.		
Partner   Associé		Sozio	Associé
	One associated with another person or persons in trade.		
Premium   Prime		Premio	Preis
	Money paid for the insurance of property from loss by fire, storms, accidents at sea, &c., or for insurances of life.		
Receipt   Quittance		Ricevuta	Empfangschein, Quittung
	An acknowledgment in writing, stating that money or other property has been received.		
Retail   Détail		Minuto	Kleinhandel
	A term applied to the dealing in goods in small quantities.		
To retail   Détailler		Vendere a minuto	Kleinhandel treiben
	To sell in small quantities.		
Sample   Echantillon		Esempio	Probe, Muster
	A small quantity of any merchandise exhibited at a public sale.		
Schedule   Cédule		Cedola	Zettel, Liste
	The statement of affairs delivered to the Bankruptcy Commissioners by a bankrupt.		
Tariff   Tarif		Tariffa	Zollverzeich- niss
	The rates of duties imposed at the Custom-house.		

English.	French.	Italian.	German.
Underwriter	Assureur	Assicuratore	Assecurant
One who insures ships, cargoes, or merchandise from losses at sea. He writes his name under the policy of insurance. Sometimes several Underwriters insure different amounts upon the same property.			
Usance	Usance	Uso	Uso
The usual term for which Bills of Exchange are drawn, between certain places; as one, two, or three months after date.			
Vendor	Vendeur	Venditore	Verkäufer
The person who sells.			
Vendee	Acheteur	Compratore	Käufer
The person who buys.			
Voucher	Preuve	Testimonianza	Schein (Document)
A document to prove that some payment has been made, or some business transacted.			
Warehouse	Magazin	Magazzino	Pack-haus, Niederlage
A place in which to deposit and keep merchandise.			
Wharf	Quai	Molo, argine	Kai, Werft
A place for the landing and shipping of merchandise.			
Wholesale	En gros	Vendita all' ingrosso	Grosshandel
A term applied to the dealing in goods in large quantities.			

The following Terms and Phrases, chiefly of foreign origin, are of very general use among merchants.

*Agio*, a premium given for one kind of money in preference to another.

*A vista*, at sight.

*Banco*, bank money. This word distinguished the bank money from the current money in Holland.

*Post Obit Bond*, a bond payable after the decease of the person who gives it.

*Del-credere*, sometimes called guarantee. A commission for being answerable for debts.

*Emporium*, a mart.

*Entrepôt*, a public magazine for imported goods.

*Fuori di Banco*, current money of Genoa.

*Lub*, money of Lubeck and Hamburg.

*Omnium*, the different stocks formed by a loan while any part of it remains unpaid.

*Par of Exchange*, the intrinsic value of the money of any one country when compared with that of another country, with respect to the weight and to the proportion of the precious metals and alloy in the coins.

*Pesage*, a charge for weighing goods.

*Pro formâ Account Sales*, a document showing the charges attending the sale of goods on commission.

*Scandaglio*. When a vessel is laden with corn, a sealed measure is given to the master, to be delivered to the person to whom the corn is consigned, to enable him to ascertain if there is any deficiency. This test is called Scandaglio.

*Vellon*, current money of Spain.

## RECEIPT FOR MONEY.

London, January, 10, 1851.

Received of Mr. Henry Marshall, the sum of two hundred and fifty pounds ten shillings and four pence, for goods, as per invoice, dated 7th October, 1850.

WILLIAM PAINTER.

£250 10 4.

## FRENCH.

QUITTANCE, OR REÇU.

Londres, 10 janvier, 1851.

Reçu de Monsieur Henry Marshall, la somme de deux cent cinquante livres sterling dix schellings et quatre pence, contre marchandises portées en la facture, datée du 7 Octobre, 1850.

WILLIAM PAINTER.

£250 10 4.

## ITALIAN.

RICEVUTA.

Londra, li 10 Gennaio, 1851.

Io, sottoscritto, confesso d'aver ricevuto dal Signor Henry Marshall, la somma di due cento cinquanta lire sterline, dieci scellini, quattro denari, per mercanzie, secondo la mia poliza, del 7º Ottobre, 1850.

WILLIAM PAINTER.

£250 10 4.

## GERMAN.

QUITTUNG ODER EMPFANGSCHEIN.

Ich bescheinige hiermit, von Herrn Heinrich Marshall, die Summa von zwei hundert und fünfzig Pfund Sterling, zehn Schilling und vier Pence, Werth in Waaren, laut meiner Factura vom 7<sup>ten</sup> October, 1850, richtig empfangen zu haben.

WILLIAM PAINTER.

£250 10 4.

## PROMISSORY NOTE.

London, 3<sup>rd</sup> February, 1851.

Three months after date, I promise to pay to Mr. Joshua Wilson, or order, the sum of eighty-five pounds fourteen shillings and nine pence, for value received.

JOHN EVERETT.

£85 14 9.

## FRENCH.

## PROMESSE DE PAYER.

Londres, le 3 fevrier, 1851.

A trois mois de date, je promets de payer à M. Joshua Wilson, ou à son ordre, la somme de quatre-vingt-cinq livres sterling, quatorze schellings et neuf pence, valeur reçue.

JOHN EVERETT.

£85 14 9.

## ITALIAN.

## PROMESSA DI PAGAMENTO.

Londra, li 3 Febbraio, 1851.

A tre mese data, pagherò al Signore Joshua Wilson, o al suo ordine, la somma di ottanta cinque lire sterline, quattordici scellini e nove denari, per valuta ricevuta.

JOHN EVERETT.

£85 14 9.

## GERMAN.

## VERSCHREIBUNG.

London, den 3<sup>ten</sup> Februar, 1851.

In drei Monaten verpflichte ich mich an Herrn Joshua Wilson, oder dessen Order, die Summe von fünf und achtzig Pfund Sterling, vierzehn Schilling und neun Pence, Werth in Waaren empfangen, zu bezahlen.

JOHN EVERETT.

£85 14 9.

## BILL OF EXCHANGE.

£230 18 11.

Liverpool, 5<sup>th</sup> March, 1851.

Two months after date, pay to Mr. Thomas Sarson, or order, the sum of two hundred and thirty pounds eighteen shillings and eleven pence, for value received.

Accepted,

To Mr. Edward Brandon,  
London.

E. BRANDON.  
ROBERT PALMER.

## FRENCH.

## LETTRRE DE CHANGR.

Bon pour £230 18 11. Liverpool, le 5 mars, 1851.

A deux mois de date, il vous plaira payez à Monsieur Thomas Sarson, ou à son ordre, la somme de deux cent trente livres sterlin, dix-huit schellings et onze pence, valeur reçue.

Accepté,

à M. Edward Brandon,  
à Londres.

E. BRANDON.  
ROBERT PALMER.

## ITALIAN.

## CAMBIAZO.

Per £230 18 11. Liverpool, li 5 Marzo, 1851.

A due mese vista, compiacetevi di pagare al Signore Thomas Sarson, o al suo ordine, la somma di due cento trenta lire sterline, diciotto scellini e undici denari, valuta ricevuta.

Accettata,

Al Signore E. Brandon,  
a Londra.

E. BRANDON.  
ROBERT PALMER.

## GERMAN.

## WECHSELBRIEF.

Gut für £230 18 11. Liverpool, den 5<sup>ten</sup> März, 1851.

Nach zwei Monaten, belieben Sie zu zahlen, an Herrn Thomas Sarson, oder dessen Order, die Summe von zwei hundert und dreissig Pfund Sterling, achtzehn Schilling und elf Pence, Werth baar empfangen.

Acceptirt,

An Herrn Edward Brandon,  
in London.

E. BRANDON.  
ROBERT PALMER.

**£476 12 0.**London, September 1<sup>st</sup>, 1851.

At sight, pay to Messrs. Robertson & Co. the sum of four hundred and seventy-six pounds and twelve shillings, for value received, and place it to account as per advice.

Accepted,

Mr. Arthur Murray,  
Manchester.

ARTHUR MURRAY.  
W. J. CASTOR.

## FRENCH.

Bon pour £476 12 0. Londres 1<sup>er</sup> septembre, 1851.

A vue, il vous plaît payez à Messieurs Robertson et C<sup>°</sup>, la somme de quatre cent soixante-seize livres sterling et douze schellings, valeur reçue, que vous passerez en compte, suivant l'avis de.

Accepté,

A M. Arthur Murray,  
à Manchester.

ARTHUR MURRAY.  
W. J. CASTOR.

## ITALIAN.

Per £476 12 0. Londra il primo Settembre, 1851.

A vista, compiacetevi di pagare ai Signori Robertson e Comp<sup>a</sup>, la somma di quattro cento settanta lire sterline, dodici scellini, valuta ricevuta, e ponete in conto secondo l'avviso.

Promessa,

Al Signor Arthur Murray,  
a Manchester.

ARTHUR MURRAY.  
W. J. CASTOR.

## GERMAN.

Gut für £476 12 0. London, den 1<sup>ten</sup> September, 1851.

Nach Sicht, belieben Sie zu zahlen an Herrn Robertson u. Comp<sup>gnie</sup>, die Summe von vier hundert sechs end siebzig Pfund Sterling, zwölf Schilling, Werth empfangen, und stellen Sie dieselbe auf Rechnung, laut Bericht.

Acceptirt,

An Herrn Arthur Murray,  
in Manchester.

ARTHUR MURRAY.  
W. J. CASTOR.

On inspecting these documents, it will appear that a Bill of Exchange is an order, in writing, for the payment of a sum of money at an appointed time, when the bill is presented for payment. The person who draws the bill is denominated the *Drawer*; the person on whom it is drawn, the *Drawee*, or, when he accepts it, the *Acceptor*; and the person in whose favour it is drawn is called the *Payee*. Thus, in the bill on the preceding page, W. J. Castor is the *Drawer*, Arthur Murray is the *Drawee*, or *Acceptor*, and Robertson & Co. are the *Payees*.

When any person holding a bill wishes to dispose of it, and to obtain the money before it is due, he indorses the bill, by writing his signature across the back of it, and thus renders himself responsible for its payment. When the holder merely writes his name, the indorsement is termed a *blank* or *general* indorsement, but when he names the person in whose favour he indorses it, the indorsement is termed a *special* indorsement.

When a bill is drawn "at sight," it must be paid when presented; but when it is drawn to run for a certain time, three days are allowed after the expiration of the term, before the bill is presented for payment. Thus, the two months bill, dated 5th March, would be due on the 8th May. These extra days are called *Days of grace*, and their number varies in different countries.

When a bill is drawn at a certain number of days, weeks, or months after sight, the *Acceptor* marks the *date of his acceptance*, and the term of the bill commences from that date.

When a bill is *refused* acceptance, it is taken to a notary, who notes it, and thus becomes evidence that it has been presented for acceptance.

In case of non-payment when it is presented for payment, which must be on the day on which it becomes due, the notary is employed to protest it as dishonoured, and a notice is sent to the drawer and each indorser, calling their attention to the fact.

Foreign Bills are usually drawn in *sets*, that is, two or more bills for the same amount are drawn at once, and forwarded to their destination by different ships, in order to prevent delays by accidents at sea; and when one of the *set* is accepted and paid, the others are valueless.

The following is one of a set to be forwarded to Paris:—

For 12,000 francs.

London, 3rd January, 1851.

At thirty days after sight, pay this, our *first* of exchange (second and third not paid), to the order of Mr. James Parsey, twelve thousand francs, for value received, and pass the same to account, as advised by

ROBARTS & Co.

To Messrs. Loyer & Co.,  
Paris.

#### ACCOUNTS CURRENT.

An Account Current is a running Dr and Cr account between two parties. The party keeping the account enters on the Dr side the sums he pays for account of the party for whom it is kept, and on the Cr side the sums he receives. Interest is charged on all sums paid, and allowed on all sums received. In calculating the interest, it is usual to avoid fractional parts of a pound in the principal, by considering anything less than ten shillings as nought, and anything greater than ten shillings as one pound.

When the account is balanced, the balance is carried to the General Account in the Ledger.

D Meant. Vassian & Sons, of New York, in Account Current with Howard & Loveland.

Date	Days	Interest	£	s.	d.	£	s.	d.	£	s.	d.	
1861.												
Mar. 4	2 4 2	\$ 10 To Invoice of 14 Balances, V. & S., 1st 14, per Statement	302	165	9 7	April	4 2000	0 0	By our Drafts on you of 1st Jan. at 3 mos.	371	74	4 11
May 10	1050 0 0	To your bills of Jan. 17, at 2 months	986	41	2 9	June	71069	14	7 By year Invoices of Sales Cotton and Co hage Pepper, per Acre	207	80	6 10
May 10	840 0 0	To our remittances of 7th Feb. at 3 mos.	236	27	0 10	Aug.	191080	0 0	By your remittance 16th May, at 3 mos.	134	19	16 0
Dec. 31	109 4 11	Balance of Interest.				Dec. 31			By Balance of Inter- est to year debit.	109	4	11
									233 13	2	1849 14	
									233 13	2	2 Balances, carried to year debit in Gener- al Account.	
											5999 8 9	
											5999 8 9	

\* The number of days is computed from the time when the money is paid or received to the end of the year.

## THE STOCKS OR PUBLIC FUNDS.

It sometimes happens that the exigencies of the State demand a larger supply of money than can be obtained by the ordinary process of taxation; and on such occasions the Government finds it expedient to borrow money from the people of the country. The most usual way of effecting this is by selling to the public a certain amount of Stock. Suppose, for instance, that the reader possesses the sum of ninety-seven pounds in cash, and that he is willing to lend it to the Government; he goes to any respectable Stock-broker in the city, and requests him to buy him One hundred pounds Stock in the 3 per cent. Consols. Suppose also that the price of that species of Stock on that day is £96*7*. The broker will make the purchase, and, charging him £*1* for commission, will hand him a receipt from the Stock-jobber or the person who possessed the One hundred pounds Stock before it was transferred to the reader. The transaction is recorded in the Account Books of that particular Stock, kept by the Government in the Bank of England. The reader is then a *Fund-holder* or proprietor of Government Stock to the amount of £100, and is entitled to a *dividend* of £1 10s. every half-year, until he chooses to withdraw his money from the hands of the Government, which may be done by again employing the Stock-broker to sell the £100 Stock, which he will do at the market price of that Stock on that day, charging the reader, as before, £*1* for commission.

The price of Stock fluctuates continually, but this fluctuation does not affect the nature of the security.

There are various Government Stocks besides the one above named; such as 3 per cent. Reduced Annuities, New 3*½* per cents., Terminable Annuities, &c.

The money, borrowed by the State from the people, on all

the various Public Stocks or Funds, constitutes the *National Debt*.

That portion of the Public Securities, whose interest or *dividend* is paid out of the public taxes, constitutes the *Funded Debt*. The temporary loans, raised by the issue of such securities as Exchequer Bills, &c., constitute the *Unfunded Debt*.

### CONCISE MODES OF CALCULATION, ETC.

#### SIGNS.

$=$  equal. The sign of equality.

$+$  plus, more. The sign of Addition, as  $5 + 3 = 8$ .

$-$  minus, less. The sign of Subtraction, as  $5 - 2 = 3$ .

$\times$  multiplied by. The sign of Multiplication, as  $4 \times 3 = 12$ .

$\div$  divided by. The sign of Division, as  $14 \div 2$  or  $14 : 2 = 7$ .

$::$  is to, :: so is or as. Signs of Proportion, as  $2 : 5 :: 6 : 15$ .

$\therefore$  therefore.

$\therefore$  since or because.

? how many.

#### ADDITION.

*To prove Addition.*—After adding the whole upwards, or from bottom to top, cut off the top line, and add the rest downwards, then add the result of the second addition to the top line.

#### REDUCTION.

*To reduce Guineas to Pounds.* Add  $\frac{1}{2}$  of the given number.

Pounds to Guineas. Subtract  $\frac{1}{2}$ .

Crowns to Dollars,  $4/6$  each. Add  $\frac{1}{2}$ .

English Ells to Yards. Add  $\frac{1}{2}$ .

Yards to English Ells. Subtract  $\frac{1}{2}$ .

#### PROPORTION.

If possible, divide the 1st and 2nd, or 1st and 3rd terms, by a common divisor.

## COMMON CALCULATION.

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$$\begin{array}{rcl} \text{Example 1.} & \begin{array}{r} 24 \\ 2 \\ 1 \end{array} & : \quad \begin{array}{r} 4590 \\ 2 \\ 1 \end{array} \quad :: \quad \begin{array}{r} 60 \\ 5 \\ 5 \end{array} \\ & \hline & 11475 \end{array}$$

Here, 24 and 60 are divided by 12; then 2 and 4590 are divided by 2.

This plan frequently saves much labour.

Never reduce the 1st and 2nd to the *lowest* name if you can avoid it.

$$\begin{array}{rcl} \text{Example 2.} & \begin{array}{r} 2 \\ 1 \\ 8 \end{array} & : \quad \begin{array}{r} s. \\ 7 \\ 8 \end{array} \quad :: \quad \begin{array}{r} 2 \\ 400 \\ 8 \end{array} \quad :: \quad \begin{array}{r} d. \\ 10 \\ 8 \end{array} \quad :: \quad \begin{array}{r} yds. \\ 4 \\ 4 \end{array} \\ & \hline & 11 & \hline & 3204 & \hline & 4 \\ & & & \hline & 11)12816 & & \\ & & & & & & \hline & & & & & & 1165\frac{1}{4} \text{ yards.} \end{array}$$

Here, the 1st and 2nd are reduced to half-crowns, the 7s. 6d. being 3, and the 10s. 4 half-crowns.

$$\begin{array}{rcl} \text{Example 3.} & \begin{array}{r} 2 \\ 4 \end{array} & : \quad \begin{array}{r} s. \\ 10 \end{array} \quad :: \quad \begin{array}{r} 2 \\ 4 \end{array} & : \quad \begin{array}{r} s. \\ 15 \end{array} \quad :: \quad \begin{array}{r} pieces. \\ 110 \end{array} \\ & \hline & 10 & \hline & 195 & \hline & 11 \\ & 1 & & & 11 & & \\ & & & & & & \hline & & & & 2145 & & \text{pieces.} \end{array}$$

Here, the 1st and 2nd are reduced to crowns, the 10s. being 2, and the 15s. 3 crowns.

$$\begin{array}{rcl} \text{Example 4.} & \begin{array}{r} 5 \\ 8 \end{array} & : \quad \begin{array}{r} 24 \\ 3 \end{array} \quad :: \quad \begin{array}{r} 24 \\ 3 \end{array} \quad :: \quad \begin{array}{r} 13 \\ 20 \end{array} \quad :: \quad \begin{array}{r} d. \\ 4 \\ 20 \end{array} \quad :: \quad \begin{array}{r} yds. \\ 300 \\ 20 \end{array} \\ & \hline & 15 & \hline & 74 & \hline & 20 \\ & 1 & & & 20 & & \\ & & & & & & \hline & & & & 1480 & & \text{yards.} \end{array}$$

Here, the 1st and 2nd are reduced to *thirds* of a pound, the 13s. 4d. being 2 thi. ds.

This plan will apply to other denominations, as feet and inches, &c., and also to fractional parts.

## PRACTICE.

When the price is

15s. subtract $\frac{1}{2}$ of the quantity.				
16s. " $\frac{1}{2}$ "	"			
16s. " $\frac{1}{2}$ "	"			
19s. " $\frac{1}{2}$ "	"			
21s. add $\frac{1}{2}$ "	"			
22s. " $\frac{1}{2}$ "	"			
24s. " $\frac{1}{2}$ "	"			
25s. " $\frac{1}{2}$ "	"			
30s. " $\frac{1}{2}$ "	"			
		pounds		
		shillings		
		The		
13s. 4d. subtract $\frac{1}{2}$ of the quantity.				
16s. 8d. " $\frac{1}{2}$ "	"			
17s. 6d. " $\frac{1}{2}$ "	"			
21s. 8d. add $\frac{1}{2}$ "	"			
22s. 6d. " $\frac{1}{2}$ "	"			
23s. 4d. " $\frac{1}{2}$ "	"			
26s. 8d. " $\frac{1}{2}$ "	"			

Generally, if the price be any large even number of shillings, multiply by half of it, doubling the first figure on the right for shillings ; the rest are pounds.

## SIMPLE INTEREST.

5 per cent. £5 =  $\frac{1}{20}$  of £100.

For days. Multiply by the days, and divide by 7300.

Months.	Year.		Years.	Years.
For 6 or $\frac{1}{2}$	take $\frac{1}{20}$		For 2 take $\frac{1}{10}$	For 10 take $\frac{1}{2}$
4 or $\frac{1}{3}$	" $\frac{1}{30}$		3 " $\frac{1}{10}$	12 " $\frac{1}{2}$
3 or $\frac{1}{4}$	" $\frac{1}{40}$		4 " $\frac{1}{5}$	14 " $\frac{2}{5}$
2 or $\frac{1}{6}$	" $\frac{1}{120}$		5 " $\frac{1}{2}$	15 " $\frac{3}{4}$
For 1 month. Divide by 20 and 12			6 " $\frac{1}{10}$	16 " $\frac{1}{2}$
For 5 months. Divide by 4 and 12			8 " $\frac{1}{5}$	

Generally, for any number of years. Multiply by the years, and divide by 20.

4 per cent. Subtract  $\frac{1}{2}$  of the given sum from that sum.6 per cent. Say 5 is  $\frac{1}{2}$  } and proceed as in Practice, adding the 1 is  $\frac{1}{3}$  } two quotients together.8 per cent. Say  $2\frac{1}{2}$  is  $\frac{1}{2}$  } and proceed as in Practice.  
   $\frac{1}{2}$  is  $\frac{1}{4}$  }2½ per cent. Say  $2\frac{1}{2}$  is  $\frac{1}{20}$ , or divide by 4 and 10.2 per cent. Say 2 is  $\frac{1}{10}$ , or divide by 5 and 10.

Generally, we may divide by aliquot parts as in Practice, beginning with the aliquot part of 100.

## DOZENS OF ARTICLES.

The price of *one* article being given; to find the price of any number of *dozens*.

Reduce the price to *pence* and call them *shillings*. Multiply by the number of dozens.

*Example 1.* 11 dozen pairs of gloves, at 2*s.* 5*d.* per pair.

$$2s. 5d. = 29d. \quad 29s. \times 11 = 319s. = £15 19s.$$

*Example 2.* 9 dozen knives, at 4*1\over 2**d.* each.

$$4\frac{1}{2}s. = 4s. 9d. \quad 4s. 9d. \times 9 = £2 2s. 9d.$$

*Example 3.* A dozen shirts being worth £3 3*s.* 6*d.*, what is the value of one?

$$£3 3s. 6d. = 63\frac{1}{2}s. \quad 63\frac{1}{2}s. = 5s. 3\frac{1}{2}d.$$

## SCORES OF ARTICLES.

The price of *one* article being given, to find the price of any number of *scores*.

Reduce the price to *shillings*, and call them *pounds*. Multiply by the number of scores.

$$1 \text{ ream} = 20 \text{ quires.}$$

*Example 1.* 20 reams paper, at 2*s.* 3*d.* per quire.

$$2s. 3d. = 2\frac{1}{2}s. \quad £2\frac{1}{2} = £2 5s. \quad £2 5s. \times 20 = £45.$$

*Example 2.* 6 scores at £1 3*s.* 7*d.* each article.

$$£1 3s. 7d. = 23\frac{7}{12}s. \quad £23\frac{7}{12} = £23 11s. 8d.$$

$$£23 11s. 8d. \times 6 = £141 10s.$$

The fraction  $\frac{7}{12}$  is managed thus,  $\frac{7}{12}s. = 1s. 8d.$

$$\therefore \frac{7}{12} = 7 \text{ times } 1s. 8d. = 11s. 8d.$$

*Example 3.* The price of a score being £25 12*s.* 6*d.*, find the price of one article.

$$£25 12s. 6d. = £25\frac{1}{2}s. \quad 25\frac{1}{2}s. = £1 5s. 7\frac{1}{2}d.$$

The fraction  $\frac{1}{2}$  is managed thus,  $\frac{1}{2}s. = 1\frac{1}{2}d.$

$$\therefore \frac{1}{2} = 5 \text{ times } 1\frac{1}{2}d. = 7\frac{1}{2}d.$$

## HUNDRED-WEIGHTS.

The price of 1 lb being given, to find the price of any number of cwt.

Take as many times 9s. 4d. as there are pence in the price.  
Multiply by the number of cwt.

*Example.* 11 cwt. at 7½d. per lb.

$$\begin{array}{r} 9 \quad 4 \\ \times \quad 7 \frac{1}{2} \\ \hline 3 \quad 5 \quad 4 \\ + \quad 2 \quad 4 \\ \hline 3 \quad 7 \quad 8 \\ \quad \quad 11 \\ \hline 37 \quad 4 \quad 4 \end{array}$$

1 cwt. = 112 lb, and if the price were 1d. per lb,  
the price of a cwt. would be 112d. or 9s. 4d.;  
hence, when the price is a certain number of pence,  
we multiply 9s. 4d. by that number.

The price of 1 cwt. being given, to find the price of 1 lb.

Reduce the price to shillings, take  $\frac{1}{4}$  of them, and call them farthings. Or, when the price is large, or consists of pounds, shillings, and pence, divide it by 4, 4, and 7

*Example 1.* Find the price of a lb at £4 11s. per cwt.

$$\begin{array}{r} . \\ 91 \\ - \quad 3 \\ \hline 7)273 \\ \hline 39 \text{ far.} = 9\frac{1}{2}d. \end{array}$$

If we were to multiply the shillings by 48,  
they would be reduced to farthings, and  
these divided by 112 would give the answer.  
Now,  $\frac{1}{112} = \frac{1}{4} \times \frac{1}{4} \times \frac{1}{7}$ ; hence the rule.

*Example 2.* Find the price of a lb at £4 7s. per cwt.

$$\begin{array}{r} 87 \\ - \quad 3 \\ \hline 7)261 \\ \hline 37 \frac{1}{2} \text{ f.} = 9\frac{1}{2}d. \frac{1}{2}f. \end{array}$$

*Example 3.* Find the price of a lb at £37 6s. 8d. per cwt.

$$\begin{array}{r} 2 \quad s. \quad d. \\ 4)37 \quad 6 \quad 8 \\ \hline 4)9 \quad 6 \quad 8 \\ \hline 7)2 \quad 6 \quad 8 \\ \hline 6 \quad 8 \end{array}$$

We divide by 4, 4, and 7, because  $4 \times 4 \times 7 = 112$ , the number of lbs. in 1 cwt.

The price of one being given, to find the price of a gross.

Reduce the price to pence, take  $\frac{1}{2}$  of them and call them pounds, add 3 shillings for each odd farthing.

$$1 \text{ gross} = 144 \text{ articles.}$$

*Example.* 1 gross at 5s. 4 $\frac{3}{4}$ d. each article.

$$\begin{array}{r} 64 \\ 3 \\ \hline 5)192 \\ 15 \quad 8 \\ \hline 4 \quad 9 \\ \hline 38 \quad 8 \\ \hline 9 \\ \hline 38 \quad 17s. \end{array}$$

If we were to multiply the pence by 144, and divide by 240, the result would be pounds; but  $\frac{144}{240} = \frac{3}{5}$ ; again, if we multiplied the farthings by 144 and divided by 48, the result would be shillings, but  $\frac{144}{48} = 3$ ; hence the rule.

The price of one being given, to find the price of 100.

If Shillings only. Multiply them by 5 and call them pounds.

Pence     „     Multiply by  $\frac{5}{12}$  and call them pounds.

Pence and }     Take as many pence, and twice as many  
farthings.     }     shillings, as there are farthings, and  
                  add them together.

*Example 1.* 100 articles at 19s.

$$19 \times 5 \quad £95.$$

*Example 2.* 100 articles at 2s. 7d.

$$\begin{array}{r} 31 \\ 5 \\ \hline 12)155 \\ 12 \quad 15 \\ \hline 3 \quad 5 \\ \hline £12 \quad 18s. \quad 4d. \end{array}$$

If we were to multiply the shillings by 100, and divide by 20, we should have the answer in pounds; but  $\frac{15}{20} = \frac{3}{4} = 5$ ; hence the first two parts of the rule.

*Example 3.* 100 articles at 11 $\frac{1}{4}$ d.

$$\begin{array}{r} 45d. = \quad 3s. 9d. \\ 90s. = £4 \quad 10 \quad 0 \\ \hline £4 \quad 18 \quad 9 \end{array}$$

If we were to multiply the farthings by 100, and divide by 4, which is the same as to multiply by 25, we should have 25 pence repeated as many times as there

were farthings in the given price; but  $25d. = 2s. 1d.$ , . . . we should have twice as many shillings and once as many pence as there were farthings in the given price; hence the last part of the rule.

The price of one being given, to find the price of 1000.

Take as many pounds and as many francs as there are farthings in the given price.

$$1 \text{ franc} = 10d.$$

*Example 1.* 1000 articles at  $5\frac{3}{4}d.$  each.

For 28 far.	take £23						
and 28 francs =		19	2				
<hr/>							
		£23	19	2			

If we were to multiply the farthings by 1000, and divide by 4, which is the same thing as to multiply by 250, we should have 250 pence repeated as many times as there were farthings in the given price; but  $250d. = 240d. + 10d. = £1 + 1$  franc;  $\therefore$  we should have as many pounds and as many francs as there were farthings in the given price; hence the rule.

*Example 2.* 1000 articles at 1s.  $4\frac{1}{4}d.$  each.

For 65 far. take £65						
and 65 francs =	2	14	2			
<hr/>						
	£67	14	2			

The price of one being given, to find the price of 1200.

Take as many pounds and as many crowns as there are farthings in the given price.

*Example 1.* 1200 articles at  $8\frac{1}{4}d.$

For 34 far. take £34						
and 34 crowns =	8	10				
<hr/>						
	£42	10				

If we were to multiply the farthings by 1200, and divide by 48, which is the same thing as to multiply by 25, we should have 25 shillings repeated as many times as there were farthings in the given price; but  $25s. = £1 + 1$  crown;  $\therefore$  we should have as many pounds and as many crowns as there were farthings in the given price; hence the rule.

*Example 2.* 1200 articles at  $14\frac{3}{4}d.$  each.

For 59 far. take £59						
and 59 crowns =	14	15				
<hr/>						
	£73	15				

The sum received or paid in one week being given, to find the sum received or paid in 52 weeks.

Take twice as many pounds and twelve times as many

shillings as there are shillings. Or multiply 52 by half the number of shillings, doubling the first figure on the right for shillings, the rest are pounds.

*Example.* A man earns 32s. per week, what is his annual income?

$$\begin{array}{r} \text{£} \\ 64 \\ 384s. = 19 \quad 4 \\ \hline \end{array} \quad \text{or} \quad \begin{array}{r} \text{£} \\ 52 \\ \hline 16 \\ \hline \end{array}$$

52s. = £2 12s., hence the 1st rule; the 2nd is the same thing as to multiply by the number of shillings, and divide by 20, for in effect we multiply by half the shillings and divide by 10.

The sum received or paid in *one* day being given, to find the sum received or paid in 366 days.

Take as many pounds and half as many guineas as there are pence.

*Example.* If the daily expense be 17d., what is the annual expense for leap year, and for any other year?

$$\begin{array}{r} \text{£} \\ 17 \\ \hline \end{array}$$

Half 17 guineas     =     8 18 6

£25 18 6 for Leap year.

Subtract a day's expense     1 5

25 17 1 for any other year.

366d. = 240d. + 126d. = £1 +  $\frac{1}{2}$  guinea; hence the rule.

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#### THE CHAIN RULE, OR RULE OF EQUATION.

This rule is of very extensive use in mercantile calculations. It is used to a great extent on the Continent, on account of its extreme simplicity, and its almost universal application. The commercial student is earnestly recommended, for his own advantage, to make himself master of it. It will be best explained by taking a few simple examples.

**Example 1.** If 12 lb of Sugar cost 8s., how many cwt. can I buy for £120?

Begin by asking the question thus—

1 cwt. = £120	Here we have a series of equations, forming
£1 = 20s.	a chain linked together from right to left,
8s. = 12 lb	thus £120 with £1, 20s. with 8s., 1 lb with
28 lb = 1 qr.	28 lb, 1 qr. with 4 qrs.; and the first term
4 qrs. = 1 cwt.	on the left, and last on the right, are identical in name.

We now proceed to cancel, that is, to divide as many *pairs of numbers* as we can, taking one on the left and one on the right, by any *common divisor*.

The 4 on the left and the 20 on the right are divisible by 4,

$$\begin{array}{ccccccccc} 8 & \dots & \dots & 120 & \dots & \dots & \dots & 8, \\ 28 & \dots & \dots & 12 & \dots & \dots & \dots & 4, \end{array}$$

After performing these divisions the chain stands thus:—

1 cwt. = 15	The usual way is to draw the pen through
1 = 5	the numbers cancelled, writing the
1 = 8	quotients in their stead by the side of
7 = 1 cwt.	them.

We now multiply the remaining quotients, standing on the right, together for a *dividend*, and those on the left for a *divisor*, thus:—

$$\frac{15 \times 5 \times 8}{7} = \frac{225}{7} = 32 \text{ cwt. } 0 \text{ qr. } 16 \text{ lb. Ans.}$$

**Example 2.** How much Stock in the 3 per cent. Consols can be bought for £1300, when the price is 97½, and the commission to the Stock-broker ½ per cent.?

Here  $97\frac{1}{2} + \frac{1}{2} = 97\frac{1}{2} = 195$  half pounds = entire cost of 100 stock.

1 £ stock	=	£1300 money
£1	=	2 half pounds
195 half £	=	100 stock.

Here 195 and 1300 are both divisible by 5

$$39 \text{ and } 260 \quad \dots \quad \dots \quad \dots \quad 18.$$

$$\text{After which cancelling, we have } \frac{30 \times 2 \times 100}{5} = \frac{4000}{5} = \text{£1200 } 6s. 8d.$$

*Example 3.* If a tradesman gains 4s. 6d. on an article which cost him £2 14s., what is his gain per cent.?

12 gained by £100 laid out.

£1 = 20s.

54s. gains 9 sixpences.

40 sixpences = £1.

The 54 and 9 are both divisible by 9.

60 and 20 .. .. .. 20.

After which,  $\frac{100}{6 \times 2} = £8\frac{1}{2}$  gain per cent.

It is not always necessary to cancel to the fullest possible extent, the object being to make the ultimate divisor a small number.

After which the only number remaining is 35, and since it stands on the right, the answer is 35lb.

If the 35lb had stood on the left, the answer would have been  $\frac{1}{35}$ lb, for when a number is said to be cancelled, it is not to be understood as converted into 0, but into 1.

*Example 4.* Suppose the direct Exchange between Amsterdam and Paris to be 51 Flemish pence for 3 franca, and that a Paris merchant remits to his agent at Amsterdam 13,000 francs, sending them first to London at 24 francs per £ sterling, thence to Rome at 65d. per crown, thence to Venice at 100 crowns for 145 ducats, thence to Leghorn at 105 ducats for 100 pezze, and thence to Amsterdam at 84 Flemish pence per pezza; how many guilders will the merchant gain by sending circularly instead of direct?

3 guilders	= 18,000 francs
24 francs	= 240d. sterling
65d. sterling	= 1 crown
100 crowns	= 145 ducats
105 ducats	= 100 pezze
1 pezza	= 84d. Flemish
40d. Flemish	= 1 guilder.

Cancelling as in the preceding examples, we have  
 $29 \times 200 = 5800$  guilders  
by the circular exchange.



